

# **DODGE CORRECTIONAL INSTITUTION**

## **ASSESSMENT AND EVALUATION HANDBOOK**

**This handbook is to remain in your possession until you leave this institution and is to be turned in to your Unit Officer prior to leaving. If this handbook is lost, altered, or damaged, you may be charged accordingly.**

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This handbook includes rules of acceptable behavior for daily living. You are required to follow all rules of the Department of Corrections, including Administrative Codes, Division Policies, and rules specific to DCI. A booklet, *Rules of the Department of Corrections DOC 303*, relating to discipline, code of inmate offenses, and disciplinary procedure has been issued for the information and guidance of all inmates and lists the rules of conduct all inmates are expected to follow. Administrative Code and Division Policies are available in the Library.

In accordance with DOC 300 IMP 2, Limits of Confidentiality, you will be afforded confidentiality regarding certain information as defined on the form *Limits of Confidentiality of Health Information* (DOC-1923).

In accordance with DAI Policy 306.06.01 – Electronic Monitoring Surveillance, activities occurring on correctional institution property may be monitored and recorded without the person being aware, subject to designated exclusions.

Any institution which houses maximum and medium security inmates is considered a maximum security institution.

This handbook should be considered a general guideline as not all directives/policies/procedures can be totally covered in complete detail within this handbook. Any changes that occur or are directed by the institution after the printing of this handbook take precedence. This handbook and the guidelines herein will remain in effect until the next updated version is distributed.

## **INTRODUCTION**

Our message to each offender entering prison from day one is clear and unmistakable – use your time wisely to prepare for your return to the community, follow the rules, respect staff and other inmates and work hard in the treatment and educational programs offered in our prisons. In return, our commitment to you is that we will work with you to be successful as an employee, family member, and citizen. We will always hold you accountable as we fulfill our mission of protecting the public, but if you hold up your end, we will work with you as well as others to help you be successful when you return to the community.

### **A. LIMITED ENGLISH PROFICIENCY (LEP) POLICY NOTICE**

The Wisconsin Department of Corrections (DOC) shall within available resource constraints take reasonable steps to continue providing Limited English Proficiency (LEP) offenders in its custody, or under its supervision, meaningful access to vital documents, important information and health services and to ensure they are not precluded from accessing or participating in important programs or proceedings, including those which may affect the duration and condition of their confinement or favorable classification. This shall be done at no cost to the inmate. The DOC shall not retaliate against any LEP offender for requesting such access. The DOC does not prohibit communication in languages other than English, either by policy or practice, except where security practices require.

El Departamento de Correcciones (DOC) de Wisconsin debe dentro de los límites y recursos disponibles dar los pasos necesarios para continuar brindando a los ofensores con Dominio Limitado del Inglés (LEP) bajo su custodia, o supervisión, acceso a documentos vitales, información importante y servicios de salud, y de asegurar de que no queden excluidos del acceso o de participar en programas o procedimientos importantes, incluyendo aquellos que puedan afectar la duración y condiciones de confinamiento o de una clasificación favorable. Este servicio es gratuito. El DOC no tomará represalias contra ningún ofensor LEP por solicitar dicho acceso. El DOC no prohíbe la comunicación en otros idiomas que no sean inglés, ni por política ni en práctica, excepto en casos en que las medidas de seguridad sí lo requieran.

### **B. REENTRY**

At the Wisconsin Department of Corrections (DOC), we work to keep Wisconsin safe. Central to our public safety mission is **Reentry**, an evolving philosophy on successful offender management that is fundamentally changing the way we do business. Our renewed focus on Reentry is consistent with our overall mission: To protect the public through constructive management of offenders from admission into our system through successful discharge off community supervision.

As an inmate in the DOC, you will have the opportunity to participate in both treatment programs and Reentry Modules. These modules will focus on ten different areas designed to assist you to reintegrate back into your communities successfully.

**Portfolios:** If you are an inmate with less than 10 years to be incarcerated, you will be given a blue Reentry Portfolio at your initial classification staffing. This portfolio should go with you to Program Reviews, Parole Hearings, etc. It is not allowed in the DCI Library.

You are at Dodge Correctional Institution (DCI), for Assessment and Evaluation (A&E). You will be involved with the A&E process for approximately 4-8 weeks, during which time you will undergo:

A. Medical and dental examinations.

- B. Testing.
- C. Classification assessment and staffing.
- D. Orientation sessions.
- E. Other interviews or interactions by staff as warranted.

The first three working days you are here, you will be on Intake status, during which time visitation, telephone calls, movement and other services will be restricted.

A&E is a required program for all inmates committed to the Reception Center of the Department of Corrections (DOC) as New Admissions, MR Violators, Parole Violators, Probation Violators, Extended Supervision Violators, as well as those sent here as a County Hold and/or Pending Action.

**PURPOSE:** The primary goals of A&E are:

- A. To make you aware of the DOC's facilities, rules, requirements and programs.
- B. To permit Classification to evaluate your case as it pertains to risk and criminogenic needs and make appropriate custody, placement, and program recommendations.

**PROCEDURE:** The above will be accomplished by:

- A. Orientations.
- B. Psychological Services Testing.
- C. Health Service Evaluations.
- D. Staff Interviews – Classification, Record Office and Psychological Services.

## **A&E PROCESSING**

The following is a list of most activities that occur during your stay in A&E. You should note that not all activities pertain to all inmates, so you may not be involved in all of the activities listed below. The order in which the activities occur may change.

### **A. INITIAL INTAKE** (your first 24 hours at DCI)

1. Inmate arrives at DCI.
2. Records staff review Commitment Order paperwork.
3. Records staff identify Limited English Proficiency (LEP) inmates.
4. Inmate's property is inventoried.
5. Inmate takes decontamination shower.
6. Records Office staff interview inmate.
7. Identification of inmate is gathered (photo, ID and fingerprints).
8. Inmate is placed on the intake housing unit.
9. Personal property items are issued.
10. Medical intake screening and TB skin testing take place.
11. Inmate is screened by Psychological Services staff.

### **B. INTAKE STATUS** (first three working days at DCI)

1. Initial blood work taken.
2. Vision testing is completed (may take place after first three days).
3. Orientation video is shown.

### **C. RECEPTION STATUS** (after Intake)

1. Inmate is transferred to a Reception Unit.
2. Inmate receives an orientation by unit security staff regarding unit rules.
3. Psychological Services does testing if specific needs are identified.
4. Medical and dental examinations are completed.
5. Interviews and/or final assessments are completed.

### **D. HOLDING STATUS** (Following Initial Classification Staffing)

Inmates who are awaiting transfer from DCI after their Initial Classification staffing are considered to be in A&E Holding status. If you are staffed to General Population (GP) at DCI you will still be considered an A&E inmate until such time that you are physically transferred to a GP unit.

## **BUREAU OF OFFENDER CLASSIFICATION AND MOVEMENT (BOCM)**

The mission of BOCM is to protect the public, staff and inmates through the centralized classification of inmates that establishes custody, placement and program needs which safely afford inmates the opportunity to address their successful reentry into the community and reduce their risk of reoffending.

### **A. Initial Classification**

The Initial Classification process is one of the evaluation activities that occur within the A&E process. Classification staff will gather and utilize information to make recommendations about custody level, institution placement and program needs. Information is obtained from various areas, including Psychological Services, Health Services, Security, Probation and Parole agents, a review of your record from prior incarcerations, the jail where you came from, the Courts and others.

You will receive a notice to report to your interview with the Offender Classification Specialist (OCS) along with any forms that the OCS may need to conduct the interview. Fill out these forms prior to your appointment, including your Personal Accountability and Goals form. Take this time to seriously consider your goals and what positive steps you need to take during your incarceration.

**B. Interview or “Staffing”**

An interview will be conducted by an OCS. These interviews are referred to as a “Staffing”. The Staffing interview is generally held about eight weeks from the date of arrival at DCI, but this is only a target date. Staffing may at times be held before or after the target date, as needed. Staffing will not be held until after necessary materials and information are obtained. Your OCS will conduct the staffing interview and make recommendations for security classification, institutional placement and program needs based on factors contained in Wisconsin Administrative Code Ch. DOC 302.

At the discretion of your OCS, inmates with short sentences (less than 90 days) may not receive a staffing interview. Should this occur, you will be notified in writing.

As a part of the staffing process, a COMPAS Risk and Needs Assessment may be completed. This will be completed either before you are staffed or during the staffing interview.

All recommendations for custody classification and institution placement must be approved. You will receive written results of the recommendations and decisions in a printed Classification Final Report.

**C. Administrative Review Request**

You may request an Administrative Review of the results of your staffing if you believe that the report contains any errors. Only erroneous information contained in the final report may be reviewed. In addition, you may only request a review of the written report after it has been received. You have ten days from the time you receive the written report to request the Administrative Review. The Administrative Review process begins by completing the *Administrative Review of Initial Classification (IC) or Re-Classification (RC) Decision* (DOC-1292) and sending it to the Director, Office of Bureau of Offender Classification and Movement, P.O. Box 7925, Madison, WI 53707. DOC-1292s are available in the Library. The Warden at DCI is not involved in the Administrative Review process, nor is the Institution Complaint Examiner.

**D. After Initial Classification Staffing**

After the initial classification staffing interview, you will remain housed on an A&E Unit until you are transferred to your assigned or temporary facility. You may wait up to several months for transfer, depending upon bed space availability at your assigned facility. You will be subject to the policies and procedures that apply to A&E inmates who have been staffed.

**E. Re-Classification Committee**

After your initial staffing, your custody classification, institution placement, and program involvement will be reviewed regularly by a Re-Classification Committee (formerly known as Program Review). This will occur at specified intervals known as your recall date, which will not be greater than 12 months after your last classification review. Your recall date is contained in the written copy of your classification report. These Re-classification Hearings will occur at least annually until your release from prison. Re-classification Hearings occur at all correctional institutions and the committee will make any future decisions and recommendations that result in a change of custody, transfer or change in program.

**F. Early Recall**

You may request an early recall if something has substantially changed that would warrant being seen early for your Re-Classification Hearing. An example would be a completed program, resolution of pending case or receipt of major discipline. If you have justification to request an early recall, submit an *Early PRC Hearing Request* (DOC-2212) to your OCS.



**G. Offender Classification Specialist (OCS)**

You will be assigned an OCS at the time of your transfer from Intake to Reception status. This OCS will remain your assigned OCS throughout the A&E process and up to the time of your transfer out of A&E. However, if you are transferred to the DCI Barracks (Units 30, 31, 32 and 33) the Social Worker assigned to your unit will be responsible for managing your case.

You will be interviewed by your OCS, normally during your 8th week at DCI, but this meeting may be delayed until after necessary information is received. This interview will provide you with the opportunity to ask individual questions you may have and enable your OCS to make custody, placement and program recommendations at your staffing.

This interview is the only regularly scheduled meeting that you have with your OCS. We hope that the majority of questions or concerns you have will be answered or resolved during the course of regular orientations and interviews. However, if an emergency occurs, or if you are unable to resolve a problem or question by normal procedures and inquiry, you should contact your OCS for assistance by utilizing the *Interview/Information Request* (DOC-761) forms provided on the housing units.

The answers to most of your questions are in this handbook. Because your OCS's time will be spent on processing your case and the cases of the other inmates, you should refer to this handbook for answers to your questions before writing to the OCS. Please direct questions to the proper area for the fastest service. Refer to the *Institution Resources Guide* to determine who to contact for your specific issue. For example, release dates and sentence credits will only be issued from the Records Office.

**AMERICANS WITH DISABILITIES ACT (ADA)**

(Also refer to DAI Policy 300.00.35 – Americans With Disabilities Act (ADA).)

The American with Disabilities Act (ADA) prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation and telecommunications. The DOC is committed to assuring fair and equitable treatment of individuals with qualified disabilities for access to programs, services and activities.

Information regarding the ADA is available in the DCI Library. The DCI Institution ADA Coordinator is the Corrections Management Services Director and may be contacted via an *Information/Interview Request* (DOC-761).

*Reasonable Modification/Accommodation Request* (DOC-2530) shall be completed by the inmate and forwarded to the Institution ADA Coordinator when requesting an ADA accommodation that has not been provided through the A&E process or Health Services evaluations.

**CANTEEN**

(Also refer to DAI Policy 309.52.01 – Inmate Canteen.)

**A. Orders**

1. The Canteen utilizes a bagging and distribution system. Canteen orders are filled weekly, packaged into bags, and delivered to inmates at their housing units.
2. Inmates are allowed one Canteen order per week.
3. Maximum spending is limited to \$20 per week for A&E inmates.

4. Inmates who do not receive their weekly Canteen order due to being OCO, OWO, or transferring between housing units will need to wait until the next scheduled Canteen day for their current housing unit to place a new Canteen order.
5. Housing unit Officers will distribute the Canteen statements and Canteen order forms on the day prior to the unit's scheduled Canteen day.
6. All inmates must have their Canteen order form and attached weekly Canteen statement signed and returned to their Unit Officer by 9:00 PM on the evening prior to Canteen delivery.
7. If you dispute any amount of money that does or does not show up on your Canteen statement you need to contact the Business Office via an *Information/Interview Request* (DOC-761).
8. Inmates are responsible for accurately completing the Canteen order form based on the most current Canteen price list and on the monies available in the inmate's account, per the Canteen statement issued.
9. Inmates who attempt to significantly overspend their regular account balance during the week of Canteen may receive a conduct report for purchasing Canteen without sufficient funds.

**B. Verify**

1. Each inmate is responsible for verifying that they have received all items purchased.
2. Inmates will receive a two-part itemized receipt with their order. Inmates and Unit Officers are required to sign the two-part itemized receipt.
3. The original is returned to Canteen. The inmate will keep the copy. The signatures verify receipt and acceptance of the order by the inmate.
4. All inmates are required to retain their Canteen receipt until the product they received from Canteen is gone.
5. Any inmate, who possesses items from Canteen and does not have a Canteen receipt, will be subject to disciplinary action. The Canteen receipt is your property slip until the product is gone.

**C. Errors**

1. If an inmate believes that a Canteen order mistake has been made, they must bring it to the attention of the Unit Officer at the time of Canteen distribution.
2. If a discrepancy is found, it must be noted on the receipt and signed by both the Officer and the inmate.
3. The entire sealed order and attached receipts are to be returned to Canteen.
4. If an inmate accepts the order by signing the receipts, or by leaving the immediate distribution area and later claims a mistake has been made, the Canteen will not be held liable as there is no way to verify the claim after the fact.
5. Orders returned to Canteen for correction will be reviewed, and the inmate will be notified of the resolution.

Canteen items purchased are for an inmate's individual use and consumption. Any trading or receiving of Canteen items from another inmate is unauthorized transfer of property. It is permissible to mail out greeting cards.

**CLOTHING REGULATIONS**

(Also refer to DAI Policy 309.20.03 – Inmate Personal Property and Clothing.)

- A. All inmates are issued one set of green institution shirt and pants. The green institution pants must be worn whenever you leave your room, unless attending recreation. Each shop or work area will post rules pertaining to the clothes inmates are required to wear when working.
- B. Whenever you leave your room you must be dressed (pants, shirt, shoes).
  1. Your shirt will be tucked in and your shoes will be tied before you step out of your cell.

2. Getting dressed outside of your cell is not allowed.
  3. The only exception to this rule is during showers. You may then come out of your cell without a shirt on.
  4. Shower caps are allowed to be worn to and from showers only.
- C. Shoes
1. Will be completely laced in a crisscross manner only.
  2. Shoe tongues will not be turned over the laces.
  3. Shoes will not be worn with the backs pushed down.
  4. You must wear shoes or shower shoes whenever you are out of your cell.
  5. No one will be allowed to go barefoot or in their socks while outside of their cell.
  6. Tennis shoes are issued to allow inmates to participate in recreational activities. They are not to be used as alternate footwear. State issued tennis shoes may only be worn to, from and while at recreation areas.
  7. Exceptions to this rule will be allowed if a medical order is issued requiring an inmate to wear tennis shoes.
- D. Oversized or baggy clothing is not allowed.
1. Trousers/gym shorts will be properly worn with the waistband around your waist.
  2. Shirts must be tucked in completely, not bloused.
  3. Officer staff must be able to see the beltline of your pants.
  4. Blousing or rolling up/pulling up pant legs is not allowed.
- E. You must have pants/gym shorts on in your room at all times except while sleeping. Inmates are required to wear underwear at all times (including sleeping) with the exception of showers.
- F. When in the Visiting Center, a green institution shirt must be worn. Shirts must be tucked in when in these areas.
- G. When in other areas of the institution on a temporary basis, you will be required to wear the institution pants and shirt or T-shirt with sleeves.
- H. Institution gym shorts may be worn to, from, and while at recreation, and in your cell.
1. Gym shorts are not to be worn off the unit for any other activities and are not to be worn underneath the green institution pants as boxer shorts.
  2. Exceptions to this rule will be allowed if you are housed on the Barracks Units in the winter months and wear gym shorts underneath your pants in route to recreation.
  3. Gym shorts are to be turned in prior to your transfer from DCI.
- I. Hats, caps and headaddresses will not be worn on the unit, or in the main corridor of the institution. If housed in the Barracks and issued a stocking cap, remove it as soon as you get into the main building. Towels, t-shirts, pillowcases, handkerchiefs, etc, will not be worn on or about the head.
- J. Any inmate who alters or destroys any State issued clothing will be subject to disciplinary action and may be required to make restitution.

### **COUNTS**

- A. Daytime counts will occur at 6:15 AM, 12:15 PM, 5:30 PM and 9:00 PM. During these counts, it is required that you be on your unit and in your room, unless assigned to an out-detail which would require that you be at work or on a visit.
- B. When count is announced, go directly to your room where you must stand, properly clothed, and in clear view of the doorway.
- C. If a medical condition impedes you from standing, you must be in an upright sitting position. On Units 14, 30, 31, 32 and 33, inmates are required to stand at the foot of their bed facing the officer conducting the count.

### **COURT HEARING NOTICES**

If you receive a notice in the mail to appear in person or by phone for court, you must forward a copy of that notice to A&E. (See photocopy procedure under "Library/Law

Library" in this handbook.) Failure to notify the institution in a timely manner of a request to appear may result in you not appearing.

## **DENTAL SERVICES**

- A. Inmates are automatically scheduled for a dental examination, which usually occurs after the fifth day you are here. At that time, the dentist will do an intake dental exam, take x-rays, and discuss your dental needs with you.
- B. The DCI Dental Unit is open Monday through Friday from 7:00 AM to 3:15 PM.
- C. Inmates seeking dental services must submit a yellow *Dental Service Request (DSR) and Copayment Disbursement Authorization* (DOC-3392). You must fill out the form completely and describe the dental problem as clearly as possible.
- D. Place all completed DSRs in the Service Request Envelope available on your housing unit. Seal the envelope and circle the appropriate department where the request needs to be sent (Dental).
- E. Give the DSR in the sealed envelope to the housing unit Officer. Service Request Envelopes will be collected every morning from the housing unit and reviewed by Dental staff.
- F. You will receive a written response to your request. These requests will be handled as follows:
  - 1. The Dentist will review the request and will return the response to you with an indication of how soon you will be seen.
  - 2. If the Dentist determines the dental problem is urgent or that treatment should not be delayed until you get to your next institution, you will be called for an appointment.
  - 3. You may remain on the wait list for some time. Submitting a second slip is not necessary if your name is already on a list.
  - 4. Do **NOT** submit a *Dental Services Request* **before** you have your dental examination unless you are having a severe dental problem.
- G. The only dental services available while you are in A&E are:
  - 1. Dental examination and x-rays.
  - 2. Emergency or urgent dental treatments.
  - 3. Extractions.
  - 4. Dental treatments recommended by the dentist to be provided immediately, such as necessary oral surgery or debridement (an initial cleaning without polishing).
  - 5. Debridements are only available at DCI.
- H. You must wait until you get to your next institution to request appointments for all other dental treatments.
- I. Emergency dental problems or injuries should be brought to the attention of the Unit Officer who will contact the Dental Unit. Examples of emergencies are:
  - 1. Broken jaw.
  - 2. Uncontrolled oral bleeding.
  - 3. Allergic reaction to dental medications.
- J. There is a \$7.50 co-payment charge for each requested dental appointment unless it is an emergency or a continuation of a single tooth dental treatment that requires more than one visit to complete. All of your teeth are not covered by one co-pay just because the need was identified at DCI. Whenever you request any of the dental care the dentist discussed with you at DCI, you will be charged a co-pay.
- K. Inmates may refuse dental treatment. Inmates refusing recommended dental treatment will be asked to sign a refusal form.
- L. Not all dental services are available to inmates. Dental services available are listed on a form in your entrance packet entitled, "Dental Services Available During Incarceration." Additional copies of this form are available in the Dental Unit. You are not eligible for teeth cleaning until you have been in the DOC system for at least one year.

- M. A toothbrush and toothpaste are provided in your Admission Kit. Replacement toothbrushes are provided based on DAI Policy 309.24.01 – Personal Hygiene and Hairdressing or specific unit handbooks.
- N. Other personal items related to dental health are available for purchase in the Canteen when you receive Canteen privileges. If you need to replace your toothbrush sooner than the time in which the institution provides a replacement, one can be purchased from Canteen.

## **DISCIPLINE**

(Also refer to DCI Procedure #900.404.01 – Disciplinary Dispositions – Minor.)

### **A. Rules**

1. While many of the basic rules are contained within this handbook, please refer to the Department of Corrections Division of Adult Institution policies/DCI procedures and Administrative Code for further information. Copies are available for reading in the institution Library. The following is a listing of available Administrative Rules:
  - a. DOC 302 – Assessment and Evaluation, Security Classification and Sentence Computation
  - b. DOC 303 – Discipline
  - c. DOC 306 – Security
  - d. DOC 308 – Administrative Confinement
  - e. DOC 309 – Resources for Inmates
  - f. DOC 310 – Complaint Procedures
  - g. DOC 311 – Observation Status
  - h. DOC 313 – Prison Industries
  - i. DOC 324 – Work and Study Release
  - j. DOC 325 – Temporary Release Under Supervision
  - k. DOC 326 – Leave For Qualified Inmates
2. Rules have been established to maintain order and security and to provide for the protection of persons and property within the institution. The disciplinary rules are outlined in the "Rules of the Department of Corrections DOC 303" that you have been provided. Review it carefully. Violations of the rules contained in this handbook may result in disciplinary action.
3. Rule infractions are referred to as Major or Minor violations. Essentially, all violations may be treated as Major violations, depending on the specific violation, situation, and perceived threat to order and security.
4. Wisconsin Administrative Code Ch. DOC 303 describes all conduct for which inmates may be disciplined and the procedures for the impositions of penalties. The Warden will appoint an Adjustment Committee to conduct a hearing to determine the inmate's guilt or innocence; and, if guilty, to determine the sanction to be imposed.

### **B. Conduct Reports**

1. Written conduct reports, when necessary, are issued to specify rule infractions. Serious violations may result in immediate Temporary Lock-Up (TLU) placement, pending investigation and hearing.
2. The procedure for disposition of conduct reports will be as follows:
  - a. Minor violations may be settled by agreeing to a summary disposition. The Officer, inmate, and supervisor must agree on the discipline before it becomes effective. Written Minor conduct reports require disposition by a Hearing Officer.
  - b. Disciplinary action for Minor violations may include a penalty of:
    - i. Reprimand.
    - ii. Room confinement.
    - iii. Extra duty.
    - iv. Restitution.
    - v. Loss of specific privilege/privileges.
    - vi. Loss of recreation.

- c. Major violations result in a written conduct report and due process procedure.
- d. An inmate may "Waive" their right to a formal hearing of a Major conduct report.
- e. If an inmate does not "Waive" their right, an investigation and a Due Process Hearing will result.
- f. Disciplinary action for Major violations may include a penalty of:
  - i. Adjustment segregation.
  - ii. Program segregation.
  - iii. Loss of good time or extension of MR.
  - iv. Disciplinary separation.
- g. Any minor penalty may be imposed for a violation where a major penalty could be imposed.
- h. Restitution may be imposed in addition to or in lieu of any penalty.

## **C. Confinement**

### **1. Building Confinement**

- a. An inmate assessed this discipline will be confined to the housing unit. The discipline is effective for a 24-hour period from 6:00 AM to 6:00 AM for each day disciplined and starts the following day (except summary dispositions which may start the same day).
- b. The inmate will not be allowed to attend the following activities:
  - i. Hobby.
  - ii. Recreation.
  - iii. Religious activities other than regularly scheduled services (e.g., Catholic Mass, Protestant Services, JUMA, Sweat Lodge, etc.).
  - iv. Library (excludes Law Library).
- c. Building confinement will run concurrent with all other discipline that may be in effect, except as specifically noted by the Adjustment Committee or Hearing Officer.

### **2. Room Confinement**

- a. An inmate given this discipline will be confined to the assigned room (cell or bunk area) with or without electronics as stated in the disciplinary disposition starting the day after this discipline is imposed (except summary dispositions which may start the same day). The inmate will be confined for a 24-hour period from 6:00 AM to 6:00 AM or until the inmate is to report to work, for each day disciplined, except for the following activities:
  - i. Use of bathroom fixtures if not available in cell.
  - ii. Showers per unit policy.
  - iii. Obtain controlled medication from Officer.
  - iv. Psychological Services.
  - v. Law Library.
  - vi. Medical appointments.
  - vii. Visits.
  - viii. Work assignments.
  - ix. Passes requiring mandatory attendance for staffing, Re-Classification and testing.
  - x. Regularly scheduled religious services. This does not include activities such as Bible studies, choir and other activities that are voluntary.
  - xi. Social Worker interviews.
  - xii. Use of inmate telephone.
  - xiii. Others, as directed by a staff member.
- b. Room confinement will run concurrent with all other discipline that may be in effect, except as specifically noted by the Adjustment Committee or Hearing Officer.
- c. The door to your room will remain closed and you are not to converse with other inmates.

- d. Inmates will not be allowed to leave the building/room for any leisure-time activities, such as Recreation, Library, special leisure programs, etc., unless otherwise approved by the Security Director/designee.
- e. When offering a summary disposition, an inmate may lose a specific privilege if that privilege is being abused, for example dayroom, meals in Dining Room, Canteen, Recreation, etc. Extra duty beyond the normal working day may also be imposed.

### **DNA TESTING**

If a court imposes a sentence or places a person on probation for a felony conviction or for a conviction for a violation of s. 165.765 (1), 940.225 (3m), 944.20, or 948.10 [s. 948.10 (1) (b)], the court shall require the person to provide a biological specimen to the state crime laboratories for deoxyribonucleic acid analysis.

Inmates sentenced to the DOC with a felony conviction or certain misdemeanors or other offenses ordered by the court, or DCC offenders who are in the custody of DAI shall provide a DNA sample if their DNA is not on file in the Department of Justice DNA Databank.

Effective January 1, 2000, all persons convicted of a felony are required to provide a DNA sample to the Department of Justice pursuant to Wisconsin Statutes s. 165.76. In compliance with this law, inmates will be required to provide this DNA sample sometime during their term of incarceration.

### **DRUG TESTING**

Drug testing is conducted in the Division of Adult Institutions (DAI) in the interest of order and public safety. DAI has a responsibility to protect the public, to provide a drug-free and safe environment for staff and inmates, to maintain order and to control contraband. There is zero tolerance for drug use in DAI.

Selection of inmates for testing shall be supported by appropriate documentation and shall not be based on race, color, gender, age, national origin or the religion of the inmate.

Inmates ordered to submit a urine specimen for urinalysis testing shall be informed if the test is for cause, random, targeted, saturation or treatment. If the inmate refuses to submit an adequate specimen, they will be informed that this refusal constitutes a violation of Use of Intoxicants and that they may be subject to disciplinary action.

If the inmate is unable to provide a urine specimen immediately, they may be strip searched and will be detained until they are able to provide a urine specimen. The inmate will be informed that they have two hours to provide a urine specimen or the test will be considered as refused and penalties will apply as if the inmate tested positive. If the inmate claims a medical condition exists that makes this time frame difficult, Security shall verify with HSU.

In any instance, the Adjustment Committee, upon a finding of guilt, may refer an inmate to the Re-Classification Committee for evaluation of custody rating, work assignment or treatment needs.

Inmates will pay for one-half the cost of confirmation tests when the inmate requests such a test after an initial positive result. If the inmate does not have the funds for the confirmation testing, the institution shall loan the inmate sufficient funds for the test following current appropriate policies on loans for inmates. If the confirmation test does not support the results of the initial test, the inmate's cost of the confirmation test will be refunded to the appropriate account.

## **ELECTRONIC MONITORING**

Monitoring and/or surveillance of inmate activities may occur anywhere in the institution subject to the following exclusions:

- A. Inmate/attorney visits.
- B. Medical examinations/discussion where medical confidentiality is an issue.
- C. Pre-authorized inmate to inmate discussions of legal matters in the Law Library unless there is reasonable belief the discussion will threaten the security of the institution. Visual surveillance will occur but will not include the content of legal materials.

Requests to not monitor inmate to inmate legal discussions in the Law Library must be submitted to the Administrative Captain/Security Director for prior approval.

## **FUNERAL AND FAMILY ILLNESS**

Inmates are not permitted to attend funerals or visit family members who are gravely ill. Your OCS, Social Worker or Chaplain may be able to arrange for special communication with family members. Videos of funerals may be sent in for viewing. Contact a Chaplain for more information.

## **HEALTH AND SAFETY**

### **A. Emergencies**

The following actions are to be taken by inmates whenever these emergencies arise.

- 1. **Severe Weather (Imminent Tornadoes)**
  - a. When on the housing unit, inmates will be notified by unit staff that a severe weather alert has been implemented. All inmates will return to their rooms and sit on the floor with their heads protected by their arms, and covered with a blanket or coat if available and time permits.
  - b. All inmates will remain in the designated areas unless otherwise directed by staff.
  - c. Inmates in program or work areas will be directed by staff where to go during the emergency.
  - d. Stay as far away from exterior windows and doors as possible.
- 2. **Fire**
  - a. Upon hearing a fire alarm, all inmates will remain in rooms, shut the doors and wait for instructions from the unit staff. If a fire occurs in your room, exit the room, if possible, shut the door, and notify unit staff.
  - b. Inmates in work and program areas should remain in that area and follow instructions from staff.
- 3. **Other Emergencies**
  - a. Upon notification, all inmates will clear the dayroom immediately when directed by any staff and follow all directions given. Failure to do so immediately will result in disciplinary action.
  - b. No trips to the bathroom, water fountain or Officer desk area are to be made until authorization is given to return to normal activities. At all times, the instructions to clear the dayrooms are to be considered a direct order and responded to immediately. All conversations will cease. A conduct report will be issued for failure to comply.
  - c. Drills will be held occasionally to familiarize you with these emergency procedures. This is done to ensure everyone's safety, and so no one will get hurt if any emergency arises. All notifications of drills should be taken seriously. Many problems can be prevented by following emergency procedures (rules) and acting in a calm manner. All inmates should pay special attention to visual evacuation plans posted on housing units.



## **B. General Safety Guidelines**

All inmates are expected to practice good living and working safety habits at all times. Being safety conscious and knowing the conditions of the environment around you is important in preventing accidents.

General guidelines have been developed to promote a safe living environment at DCI. When performing a work assignment in a particular area, it is important to be aware of specific work related safety guidelines and procedures.

1. Follow all safety instructions posted in work areas and on equipment.
2. If you are not sure of the proper procedures, ask. Other questions to ask include:
  - a. What are potential problems?
  - b. How are problems recognized?
  - c. How can I protect others and myself?
3. Operate only the equipment you have been authorized and instructed to use by staff.
4. When safety clothing is required and provided, it must be worn. Inmates on work assignments around machinery may be required to have head and facial hair suitably trimmed, or wear appropriate protective equipment if it is determined that their head or facial hair presents a safety hazard.
5. Use the personal protection required for the activity (eye, hand, ear, respiratory protection, etc.)
6. Keep your living and work area neat and orderly. Good housekeeping is essential to accident prevention.
7. Aisles, passageways and exits must be kept clear at all times.
8. Tools shall only be used after receiving authorization only for the task for which they were designed (for example, do not use a wrench as a pry bar).
9. More back injuries are caused by improper lifting than heavy loads. Keep the load close, bend your knees, never turn or twist with a load, and, when in doubt, get help or divide the load.
10. Learn the location of all tornado shelters and know tornado procedures.
11. Be familiar with the location and use of spill kits. Wipe up spills immediately to avoid slips and falls.
12. Know fire evacuation procedures, location of fire extinguishers, and be familiar with all exits.
13. Anything on the floor can cause a fall. Do your part and pick it up.
14. Keep to the outside on blind corners. Make sure you can see what is coming. Be watchful of opening and closing doors that are located in hallways.
15. Do not run in hallways, on the unit, or up and down stairs.
16. Only ladders of adequate height or self-locking stools should be used to access high shelves. Never use the top step of a ladder. Never climb on chairs, boxes or other furniture.
17. Always follow vehicle safety procedures. When riding in vehicles, wear a seat belt.
18. When riding in State trucks used for work purposes, practice safe riding procedures.
19. Never board a moving vehicle.
20. Avoid horseplay on the job and in other areas.
21. Report unsafe conditions and practices to a staff member and/or your Work Supervisor.
22. When using recreation equipment, use only as intended. Become familiar with and orientated to the proper use of weight lifting and other equipment.
23. If you have an accident, notify a staff member and/or Work Supervisor immediately for assistance.

## **HOBBY**

A&E inmates are not eligible for the formal Hobby program at DCI.

## **HOUSEKEEPING**

The following are guidelines that inmates will be expected to follow concerning housekeeping. By following the guidelines in this section, inmates will be assured that their rooms will be considered acceptable when inspections are made.

Inmates are expected to maintain a high level of cleanliness when it comes to their respective cells. Cells will be subject to inspection at all times. When the housing unit you live on has cell sanitation days, full cleaning of your cell is mandatory. You are required to maintain the following standards:

### **A. Checklist**

1. Dust mop the entire floor.
2. Empty wastebasket.
3. Clothing should be hung up properly and folded neatly. Nothing is to be hung off the ends of the bunks.
4. Drawers should be organized. Footlockers will not be stacked on top of each other. The tray inside the footlocker will remain inside the footlocker. The tray is not to be used as a bookshelf. Footlockers will remain on the floor in your room and locked when not in use.
5. Surfaces, such as desk top, bed frame, and any ledge area or furniture should be kept dust-free at all times.
6. Mirrors should be clean. Those who have a sink and toilet in their rooms are to clean them.
7. The bulletin board is the only place material may be posted.
8. Doors/windows which are accessible to the inmate are to be washed regularly.
9. Make bed properly every day. If you fail to make bed properly you will be called back from voluntary passes, recreation, etc.
10. All books and magazines must be kept neatly organized inside nightstand or footlocker, not on floor. All of your property is to be stored in the receptacles provided in your room. Exceptions are shoes, soiled clothing and one of each kind of frequently utilized hygiene items.
11. Footlockers shall be locked whenever you leave your room. This institution is not responsible for property not secured in a locked footlocker.

### **B. Cell**

1. Your room is expected to be neat, clean and orderly at all times.
2. Beds will be made any time you leave your cell.
3. Whenever your cell door has been unlocked for meals, recreation, etc., you will remain in your room until the Unit Officer has announced that you may go to the activity.
  - a. Your cell door will remain shut until you are called.
  - b. Do not loiter outside of your cell door for any reason.
  - c. When returning to your unit, report in to your Unit Officer/Sergeant then return to your cell.
  - d. If your cell door is locked stand next to your cell door and wait for the Unit Officer to open it for you.
  - e. Once you have entered the cell, immediately close the cell door.
4. Storage of excess clothing or linen is not permitted.
5. Any damage you do to your room will result in a conduct report. Damage includes, but is not limited to, writing of any kind on any surface which is not your personal property, peeling of paint, or destruction of State or federal property. Restitution will be imposed. Report all damage to staff as soon as you are aware of it.
6. Nothing may be placed on the windows, walls or bars.
7. Nothing may be hung on the bed posts/rails.
8. No standing on the chair, toilet, bed, or sink.
9. The vents in the cell are never to be covered for any reason.

10. Never cover any part of your cell trap/window for any reason, No exceptions!
11. Entering another inmate's cell is a rule violation and strictly forbidden.
12. Anytime toilets are used for any purpose they must be flushed. Urine, feces, toilet paper, sputum, etc., found inside your toilet at anytime will not be tolerated and may result in a conduct report. Flushing anything other than those listed items down the toilet may result in a conduct report.
13. Cell windows:
  - a. Cell windows will generally not be open during the heating season. The only exception is during spring and fall seasonal temperature changes where the windows may be opened during the day when the outside temperature exceeds 60 degrees Fahrenheit.
  - b. Officers do have the authority to direct inmates to close their windows when necessary and inmates shall comply with such an order. If inmates are not sure if they are allowed to open their window, they should ask unit staff.
  - c. Inmates will ensure their cell windows remain clean and unobstructed at all times.

**C. Unit**

1. Read your "Rules of the Department of Corrections DOC 303" handbook and become familiar with it.
2. When transferring from one unit to another you are expected to clean your room thoroughly and return required items to the Unit Sergeant/Officer.
3. Mail and request slips must be handed in by 10:00 PM to go out the following day.
4. Standing counts are at 6:15 AM, 12:15 PM, 5:30 PM and 9:00 PM. No talking during count without exception.
5. Swampers will make a round once an hour and only on the hour.
6. No t-shirts, towels or pillowcases may be worn on your head at anytime, for any reason.
7. You are never allowed in the dayroom without permission from the Unit Sergeant/Officer.
8. Do not loiter when going to and from your shower.
9. Your voice should never be heard outside of your cell at any time. Quiet time is from 9:00 PM to 6:00 AM.
10. There is to be no talking between cells.
11. Loud talking, singing, whistling, snapping of fingers or slapping of cards will not be tolerated.

**ID BADGES**

(Also refer to DAI Policy 306.00.06 – Inmate Digital Photo Identification System.)

- A. Inmates shall clearly display ID badges and produce them for DOC staff or law enforcement authorities when requested.
- B. ID badges must be worn outside the outermost garment and the photo must be facing to the front.
- C. ID badges must be worn around the neck using only the lace provided by the institution.
- D. Nothing is to be attached to the DOC ID badge or its lanyard.
- E. ID badges will be worn at all times except:
  1. While an inmate is in segregation, observation or Temporary Lock-Up (TLU) status. The Segregation Property Officer will secure the ID badge.
  2. While using the showers.
  3. While in their cell.
  4. While actively engaged in volleyball, basketball or softball. Inmates are responsible for ID badge security.
  5. When released to law enforcement for court appearances. Inmates released to law enforcement for court appearances will secure their ID badges in their footlockers prior to leaving the unit. ID badges will not be retained by Intake.

6. When housed on Unit 25 – Infirmary.
  7. If an individual inmate's medical, psychological, or security factors prevent, as approved by the Security Director/designee.
- F. If ID badge is lost or damaged:
1. Immediately report damaged or lost ID badges to staff in charge of the area and to housing unit security staff.
  2. Submit damaged attachment lace to housing unit security staff for replacement.
  3. Submit a *Disbursement Request* (DOC-184) in the amount of \$3.00 for a replacement ID badge to Intake Records. Maintain a copy of *Disbursement Request* in a temporary lanyard/badge holder until replacement badge is issued.

## **INMATE ACCOUNTS**

### **A. Money Receipts and Earnings**

1. Inmates in A&E status will be compensated at the involuntary unassigned rate of \$0.05 per hour based on a 40 hour week at \$2.00 per week.
2. Only money orders, cashier's checks or Western Union money transfers may be received for an inmate from family, friends or other outside sources, and placed in their account. Each inmate is encouraged to spend the money wisely on items that are needed, such as personal hygiene products and writing supplies.

### **B. Money Disbursement Requests**

1. Inmates in A&E status who have money in a regular account will be permitted to request disbursement from that account only for copies; court ordered obligations, emergencies and/or verified extreme hardship. Inmates must wait to send money for any other purpose until transferred to their permanent institution.
2. A *Disbursement Request* (DOC-184) is used to request that money be withdrawn from an inmate's account.
  - a. All requests shall be forwarded to the Social Services Director.
  - b. A stamped, addressed envelope must accompany all requests to mail money.
  - c. For obligations, a copy of the bill is required and the money will be sent directly to the creditor, not to a friend or family member.
3. When requesting a disbursement to a family member in the case of an emergency or verified extreme hardship, include a note explaining the emergency or hardship with a contact name and telephone number for verification. While in A&E status, an inmate may only send a one-time payment of \$25.00 for this purpose.
4. Inmates in A&E status are not allowed to purchase property or products from an outside vendor.

### **C. Account Deductions**

1. Deductions will be taken from all incoming money for any obligations incurred during current or previous incarcerations which have not been paid. Deductions will be taken on a declining balance according to criteria in DAI Policy 309.45.02 – Inmate Trust System Deductions.
2. While in A&E status, Crime Victim/Witness Surcharge, DNA Surcharge, and court ordered obligations will not be deducted from incoming money. If you are assessed any of these financial obligations, they will be set up when you are transferred to your permanent institution.
3. Voluntary payments may be made toward any outstanding obligations while incarcerated. For information, contact the Business Office.

### **D. Mandatory Release Account**

1. Each inmate is required, upon permanent placement, to maintain a release account that will become available at the time of release from incarceration for the purpose of aiding reintegration into the community.

2. Deductions of 10% of all incoming money up to the maximum of \$5,000 will be transferred into the release account.
3. Inmates in A&E status do not have deductions transferred to their release account. Guidelines regarding the use of release account funds may be reviewed in DAI Policy 309.45.02 – Inmate Trust System Deductions.

### **INMATE COMPLAINT REVIEW SYSTEM**

(Also refer to DCI Procedure 900.103.02 – Complaint Review System – Inmate.)

The purpose of the Inmate Complaint Review System (ICRS) is to give inmates in adult institutions a process by which grievances may be expeditiously raised, investigated and decided.

The Administrative Rule governing the ICRS is Wisconsin Administrative Code Ch. DOC 310, and is available in the Library to provide further information on proper procedures.

Inmates writing to staff must follow the chain of command in an effort to informally resolve the issues prior to filing an *Offender Complaint* (DOC-400). **All levels prior to the Warden's office must be exhausted before filing an inmate complaint.** These levels are listed on the *Institution Resources Guide* available on your unit. You must start at the lowest level before going to the next step. If you have not done so, the Institution Complaint Examiner (ICE) may direct you to do so, prior to accepting the complaint. The department shall not exclude impaired, handicapped or illiterate inmates from full participation in the ICRS. Failure to follow the chain of command and/or sending requests to multiple staff at the same time will result in your request not being acknowledged.

- A. Complaints filed by an inmate or group of inmates shall:
  1. Be typed or written legibly on forms supplied for that purpose.
  2. Be signed by the inmate(s).
  3. Not contain language that is obscene, profane, abusive, or threatens others, unless such language is necessary to describe the factual basis of the substance of the complaint.
  4. Be filed only under the name by which the inmate was committed to the department or the legal name if an inmate has had a name change.
  5. Contain only one issue per complaint, and shall clearly identify the issue.
- B. Inmates may not file more than two (2) complaints per calendar week, excluding complaints that raise health and personal safety issues, including confidentiality of health records. The ICE may waive this limit for good cause.
- C. An inmate shall file a complaint within 14 calendar days after the occurrence giving rise to the complaint, except that the ICE may accept a complaint late for good cause.
- D. The ICE shall use discretion in deciding the method best suited to determine the facts, including personal interviews, telephone calls and document review, except that the processing of complaints under s. DOC 310.08(3) shall be limited to review of the record. The ICE shall direct complaint recommendations to the appropriate Reviewing Authority (RA), or the ICE may reject a complaint.

### **Complaint Appeal Process**

- A. An inmate may appeal a rejected complaint within 10 calendar days only to the appropriate RA who shall only review the basis for the rejection of the complaint. The RA's decision is final.
- B. A complainant dissatisfied with the RA's decision may, within 10 calendar days after the date of the decision, appeal that decision by filing a written request for review with the CCE on *Corrections Complaint Examiner Review* (DOC-405).
- C. The CCE will make a recommendation on your appeal to the Secretary of the Department of Corrections. The Secretary will review the material submitted and render a decision.

Appeals to the CCE must be sent directly, at the inmate's expense, to the CCE via U.S. Mail at:

Corrections Complaint Examiner  
Department of Corrections  
P.O. Box 7925  
Madison, WI 53707-7925

*Offender Complaint* (DOC-400) forms and envelopes, *Offender Complaint Appeal* (DOC-405) forms, and *Request for Review of Rejected Complaint* (DOC-2182) forms for ICRS use are available on the housing units. Inmates may also request these forms from the ICE Department on an *Interview/Information Request* (DOC-761).

If your complaint contains a false statement, making that false statement outside the ICRS constitutes the offense of lying about staff.

### **INTERSTATE TRANSFER OF SUPERVISION**

An inmate may wish to live in another state after being released from a correctional institution in Wisconsin. If the inmate is still subject to supervision in Wisconsin, the inmate must apply to transfer the supervision to the other state. The other state will be given an opportunity to investigate the proposed plan and will accept or deny the request.

It is important to understand that no one has a "right" to reside in another state. The inmate's plan must first be approved by the Social Worker and the Probation and Parole Agent. The receiving state is not required to accept the transfer of an inmate who does not have established ties to that state. An inmate will not be allowed to reside in another state unless that state has agreed to provide supervision on behalf of the State of Wisconsin.

An inmate planning to apply for a transfer should discuss the proposed plan with a Social Worker approximately 4-6 months before release. The inmate will be asked to provide verification of residence, family and employment or other means of support. The actual transfer request may not be submitted to the other state until the inmate is within 120 days of scheduled release.

### **INTERVIEWS WITH STAFF**

Before requesting an interview with a staff member, inmates must review the *Institution Resources Guide* to determine the proper person to contact for their concerns. Should an inmate desire to meet with any staff member, *Interview/Information Request* (DOC-761) forms are available on the unit. Provide all information requested on the form, including the specific reason for the interview. If the request is an emergency, an Officer or Work Supervisor can telephone the staff member you wish to see. Generally, staff interviews should be held during free hours and you should indicate your free hours on the interview request. Instructions for proper routing of these forms may be obtained from your Unit Officer.

### **LEGAL**

#### **A. Legal Loans**

Inmates without funds in their account to purchase legal supplies, copies or postage, for the purpose of legal correspondence may submit an *Interview/Information Request* (DOC-761) to the Business Office to request a legal loan. DAI Policy 309.51.01 – Legal Loans contains eligibility criteria for obtaining a legal loan to access the courts for litigation related to your own case. A *Loan Application and Repayment Agreement* (DOC-1290) will be sent to you to be completed, signed and returned to the Business Office. If a loan is approved, disbursement requests must be submitted per guidelines in DAI Policy 309.51.01 – Legal Loans.

## **B. Legal Services**

The institution will make every attempt to assist you in obtaining meaningful access to the courts, reasonable access to legal materials, and assist you in contacting outside agencies for legal assistance.

1. State Public Defender/Appellate Department  
131 W. Wilson Street  
P.O. Box 7862  
Madison, WI 53707-7862

This agency assists in post-conviction relief (Wisconsin Statutes s. 974.02, 974.06) with a major emphasis on direct appeal. If you find "factors" as set forth in the "Sentence Modification Information Sheet" found in the Institution Library, the State Public Defender may assist you in filing a Motion for Modification of Sentence before the sentencing court (Wisconsin Statutes s. 973.19).

Indigent inmates are entitled to the assistance of the State Public Defender in connection with:

- a. A direct appeal of the new conviction or sentence.
- b. Revocation proceedings in which the inmate has not waived hearings.
- c. A new pending misdemeanor or felony charge.

In the direct appeal situation, the inmate must inform his/her attorney of the desire to appeal within 20 days of sentencing. If the inmate does so and is indigent, the trial attorney is required by law to trigger the process which will result in the appointment of an appellate public defender to review the case for possible post-conviction merit. If a timely request is not made, the public defender is not required to appoint an attorney to review the case.

In other types of cases, the inmate should write to the public defender's office in the county in which the problem exists. Apart from the types of cases noted above, the public defender's involvement in post-conviction cases is entirely discretionary and is likely to be a function of both caseload pressure and the likelihood of success.

2. Legal Assistance to Institutionalized Persons Program (LAIP)  
Frank J. Remington Center for Education,  
Research & Service in Criminal Justice  
University of WI Law School  
975 Bascom Hall  
Madison, WI 53706-1399

LAIP is a clinical program at the University of Wisconsin Law School. LAIP provides legal help to inmates through the faculty supervised work of law students. LAIP services may not be available until you are transferred to your permanent placement institution. LAIP information and applications are available in the Library.

## **C. Legal Matters**

As a result of the Prison Litigation Reform Act (PLRA), there are a number of procedures that affect inmate access to litigation. Some of these include payment procedures and fees that are needed to file litigation. There are forms and information available in the Law Library to assist with litigation procedures. Those inmates who are interested in this information should review these steps in the Law Library.

Inmates at this institution may assist each other in legal matters. However, inmates are not permitted to work on legal documents in work areas. Legal

materials may be taken to the Law Library, but they must remain unsealed and available for inspection by staff.

Inmates may not be in possession of another inmate's legal materials without staff permission, and the other inmate present. Legal materials may only be transferred to another inmate by sending via US Mail, with a letter stating what materials are being sent. The recipient must retain the authorizing letter, and the envelope in which it was mailed.

A collection of federal and state case law and statutes is available for inmate use on computers in the Law Library. Any further questions regarding the use of institution legal materials should be directed to the Librarians.

## **LIBRARY/LAW LIBRARY**

(Also refer to DCI Procedure 900.512.01 – Library Services and DAI Policy 309.15.01 – Institution Law Library.)

### **A. Eligibility**

1. The services of the DCI Library are available to inmates in Reception status.
2. DCI Library services for Reception status inmates include books, magazines, newspapers, reference services and a legal collection.
3. Inmates who are in Intake status are not allowed to visit the Library or Law Library but may utilize the Library collection on the Intake Unit.
4. All materials from the Intake Unit Library collection are to stay on the Intake Unit. Removing any of these materials from the Intake Unit is a violation of institution policy and will result in disciplinary action.

### **B. Access**

1. Once in Reception status, inmates may submit an *Interview/Information Request* (DOC-761) to visit and use the Library or Law Library. These forms are available on your unit.
2. Only submit one form at a time for either the Library or Law Library. A separate request is required for each area.
3. Library requests are to be submitted over the weekend. Law Library requests may be submitted each day. Submitting multiple forms at once will not increase your chances of Library/Law Library access.
4. Once you have followed proper access procedures, you will be granted a pass as soon as possible. It takes approximately 5-10 working days to receive a pass after submitting a request.
5. Passes must be turned in to the Librarian upon your arrival in the Library/Law Library area and must be properly signed by the Librarian upon your departure.
  - a. Library passes are issued for a 30-minute period.
  - b. Law Library passes are issued for a 60-minute period.
6. For Law Library pass holders, additional time for the completion of legal work may be requested by asking the Librarian before the expiration of the Law Library period. The granting of extra time for legal work is dependent upon the number of people scheduled for the Law Library. Extra time for activities other than legal work will not be granted.
7. No envelopes of any kind, folders, accordion files, file folders, blue Reentry folders, shopping bags, sacks or any other type of product (factory produced or homemade) used to carry personal or legal materials will be permitted into the Library/Law Library. Anyone carrying such items may receive disciplinary action. Loose legal papers may be carried into the Law Library. There will be no exceptions to this rule.

### **C. Circulation**

1. All Library materials must be checked out at the circulation counter where Library staff will properly sign them out to you.



2. Library staff will hand you a Circulation Transaction slip, which must be kept with your Library materials. This slip lists the materials you are borrowing, the due date and materials that are currently checked out.
3. Removing materials from the Library without properly checking them out is a violation of institution policy and will result in disciplinary action.
4. In the event you have overdue materials, you will be prohibited from borrowing additional materials until the overdue materials are returned. You will not be allowed to return to your unit to retrieve your overdue materials as this would constitute a violation of institution movement rules. You must wait to return your overdue materials until the next time you are granted a pass to visit the Library.

**D. Material Use and Care**

1. Inmates are responsible for maintaining Library materials in good condition and for their prompt return on or before the due date. Anyone stealing, altering or damaging borrowed books, magazines or newspapers will be subject to disciplinary action.
2. Take your Library materials with you when moving to a new room or unit. Leaving Library materials in your old room or giving them to another inmate constitutes an unauthorized transfer of property.
3. When it is time for you to leave DCI, return your Library materials directly to the Library or give them to the Unit Officer. If you are placed in TLU or Seg status, you must notify the Library so that materials may be accounted for.
4. A bill for lost or damaged material may be attached to your account as payment for materials damaged or not returned.

**E. Books**

1. Books on a variety of subjects are available to be borrowed from the Library.
2. Books are loaned for a four-week period.
3. A maximum of eight items may be borrowed at a time.
4. Reference and Law Library materials are for use in the Library only.

**F. Magazines and Newspapers**

1. A selection of magazines and newspapers are available to read while using the Library.
2. A maximum of eight items may be borrowed at a time.
3. All magazines available for check out from the Library have a bar code label in the upper left corner and a due date sticker in the upper right corner of the front cover.
4. Newspapers may not be checked out. No exceptions.

**G. Law Library**

1. The legal collection contains Federal and State statutes and case law on computers.
2. DOC Administrative Code, DAI policies, DCI procedures and various other self-help materials are available in print format when utilizing the Law Library computers.
3. Register for computer access with the law clerk.
4. Ask the law clerk for assistance if you have questions.
5. Use only the EILLS System (Lexis-Nexis) computer program.
6. Any error messages or problems with the software/hardware must be reported to either the law clerk or Librarians.
7. There is a 30-minute limit for computer use when someone is waiting for access.
8. Any misuse of computer equipment or programs will result in disciplinary action.
9. An inmate may have another inmate's assistance with legal work while in the Law Library area by **BOTH** inmates submitting an *Interview/Information Request* (DOC-761) listing the name of the other inmate and the desire to work together. The Librarian will schedule both inmates at the same time.
10. Library staff will provide assistance in locating materials but will provide no legal advice.

#### **H. Typewriters**

1. Typewriters are available for use in the Library and Law Library.
2. Inmates must supply their own typing paper by purchasing it through Canteen. The Library will not provide paper.

#### **I. Photocopies**

(Also refer to DCI Procedure 900.116.01 – Photocopy Requests – Inmate.)

1. Photocopies of legal material and documents will be made by Library staff in compliance with federal copyright laws and institution procedures.
2. Inmates will be charged the current rate for copies; currently = \$.15 per page for letter/legal size; 2 sided copy = \$.30 per page.
  - a. Inmates are required to have sufficient funds available to pay for photocopy requests at the time the request is processed.
  - b. Inmates with insufficient funds requesting photocopies of time-sensitive required legal materials are referred to DAI Policy 309.51.01 – Legal Loans.
3. A&E inmate photocopy requests are restricted to:
  - a. Materials that are considered official legal documents that will not be accepted by the courts in any other form.
  - b. Materials that cannot be reproduced by other means in time to meet an estimated court deadline. Written proof of deadline is required.
4. When requesting copies of legal materials, specify the number of copies required on a completed *Disbursement Request* (DOC-184) to the Library.
5. Photocopy requests will be processed as institution resources permit. Photocopying will be scheduled within five (5) working days of receipt of the request.
6. Inmates with time sensitive legal material should contact the Librarian directly and provide appropriate documentation relevant to the timeline for submission of materials to the courts.
7. Requests for copies of legal documents or records held by other institution departments should be sent to the appropriate area for processing.

#### **J. Notary Services**

1. In compliance with DAI Policy 300.00.56 – Notary Services to Inmates, notary service for certain types of legal documents is provided by Library staff.
2. Anyone who is allowed to access the Library/Law Library area may request this service.
3. Access to the Library/Law Library area is by pass only.
4. Librarians perform notary services in the Library/Law Library only.
5. Unit staff shall make alternative arrangements for inmates unable to access the Library/Law Library area.

#### **MAIL/CORRESPONDENCE**

(Also refer to DAI Policy 309.04.01 – Inmate Mail.)

- A. Inmates must complete and sign the *Consent to Receive Mail* (DOC-238) to receive mail. If an inmate does not consent, the institution will return incoming mail addressed to the inmate to the Post Office unopened and marked “refused.”
- B. To make it easier for your mail to get to you, inmates should notify family, friends, and other persons writing to them that all correspondence being sent to you should be addressed to:

**YOUR FULL NAME and DOC NUMBER**

Dodge Correctional Institution

P.O. Box 700

Waupun, WI 53963-0700

#### **C. Money**

1. No cash, coins or personal checks will be accepted on behalf of an inmate.
2. Cash or personal checks will be returned to the sender at the expense of the inmate along with a *Notice of Non-Delivery of Mail* (DOC-243) indicating why

the contraband was non-deliverable. Inmates will be called to the Mailroom to receive a *Notice of Non-Delivery of Mail*. If it cannot be determined who sent the cash/coin, it will be deposited into the State General Fund.

3. Only cashier's checks or money orders are permitted.
4. Persons wishing to place money into an inmate's account must mail a cashier's check or money order to:
  - Dodge Correctional Institution
  - Inmate Name and DOC Number
  - P.O. Box 800
  - Waupun, WI. 53963-0800
- D. Incoming mail is picked up at the Waupun Post Office six days a week, and is delivered to the unit after being processed. All mail is given directly to the inmate to whom it is addressed. Staff will open and visually check all incoming mail.
- E. Outgoing mail will be picked up at the units at approximately 10:00 PM and taken to the Post Office daily, except on Sundays and holidays.
- F. Embossed envelopes must be purchased from the Canteen.
  1. An inmate may possess no more than 30 embossed envelopes.
  2. Your DOC number must be stamped on the back of all your embossed envelopes to show ownership.
  3. It is your responsibility to have the Unit Officer stamp your DOC number on the back of your embossed envelopes when receiving your Canteen order.
- G. All outgoing mail (whether it is personal correspondence, legal material, packages, etc.) is stamped, **"This Letter Has Been Mailed From The Wisconsin Prison System."**
- H. Outgoing mail may be sealed except correspondence between inmates of institutions will be submitted unsealed and will be subject to monitoring. Outgoing mail between inmates must bear the full name of the institution in the return address in the front upper left corner of the envelope.
- I. You may correspond with anyone as long as your correspondence does not violate federal law, court orders, state statutes or DOC/DAI/DCI Policy and Procedures.
- J. There will be no limits on the number of letters sent out or received but you will be limited to having only 25 personal letters in your possession.
- K. Correspondence sent by an inmate to the Corrections Complaint Examiner (CCE) may not be opened for inspection or read by institution staff.
  1. Correspondence received by an inmate in connection with a complaint filed by the inmate with the Inmate Complaint Review System (ICRS), under Wisconsin Administrative Code Ch. DOC 310, from the Secretary of the Department, the Administrator of the Division, the CCE, or the Warden of any state correctional institution, may not be opened for inspection or read by institution staff.
  2. Correspondence received by an inmate from any of these parties in connection with the ICRS shall be readily identifiable as from the ICRS.
- L. Staff will open correspondence received from any of the following parties in your presence:
  1. An attorney.
  2. The Governor of Wisconsin.
  3. Members of the Wisconsin Legislature.
  4. Members of the United States Congress.
  5. The Secretary of the Department.
  6. The Administrator of the Division.
  7. The Attorney General or an Assistant Attorney General of Wisconsin.
  8. An investigative agency of the federal government.
  9. The clerk or judge of any state or federal court.
  10. The President of the United States.
  11. Mail that concerns joint legal matters. Joint legal matters means that the inmates are both listed on a lawsuit as co-plaintiffs, co-defendants, co-petitioners or correspondents. For proof, you may be required to show a

document with a case caption that lists both inmates' names. The case should be an active case.

- M. When opening the mail from the above listed parties, staff will do the following:
  - 1. Remove the contents of the envelope.
  - 2. Shake out the envelope, and inspect the contents, page by page, in order to determine whether it contains contraband or if the purpose is misrepresented.
  - 3. Read the mail if staff has reason to believe it is other than a legal document.
  - 4. If correspondence contains contraband, staff may confiscate the correspondence.
  - 5. If correspondence contains a stamped or postage paid envelope, staff will stamp the inmate's DOC number on the back of the envelope. Inmates must also write their full name and DOC number on the outgoing envelope when sending it out.
- N. Contraband
  - 1. Mail from another incarcerated person containing contraband will be returned to sender at institution's expense. A notice of non-delivery will be sent to the sender and intended receiver.
  - 2. Mail from all other sources that contains contraband will be held until the intended receiver is called down to the Mailroom to dispose of the contraband at his/her expense. The receiver may:
    - a. Choose to dispose of.
    - b. Send it out at his/her expense.
- O. Photocopies
  - 1. Photocopies and Internet downloads of information are allowed depending on content and volume.
  - 2. Photocopied commercial photographs and other non-allowable items are not permitted.
  - 3. Large volumes of photocopies and print-outs are not allowed.
  - 4. Photocopies of books and other publications are not permitted.
- P. Dodge Correctional Institution will not deliver incoming or outgoing mail if it does any of the following:
  - 1. Threatens criminal activity or harm to any person.
  - 2. Threatens blackmail or extortion.
  - 3. Concerns sending contraband in or out of an institution.
  - 4. Concerns plans to escape.
  - 5. Concerns activity that, if completed, would violate the laws of Wisconsin or the United States or the administrative rules of the department.
  - 6. Is in code.
  - 7. Solicits gifts from a person other than a family member or a person on the visiting list.
  - 8. Is "injurious". Injurious is defined as material that:
    - a. Is, in whole or in part, pornography.
    - b. Poses a threat to the security, orderly operation, discipline or safety of the institution.
    - c. Is consistent with or poses a threat to the safety, treatment or rehabilitative goals of an inmate.
    - d. Facilitates criminal activity, contains information that, if communicated, would create a clear danger of physical or mental harm to any person.
    - e. Teaches or advocates illegal activity, disruption, or behavior consistent with a gang or a violent ritualistic group.
    - f. Is determined by the Warden, on a case by case basis, to interfere with an inmate's penological interests, goals or needs.
    - g. Is determined by the Warden, for reasons other than those listed in this paragraph to be inappropriate for distribution.
- Q. Correspondence sent by an inmate to the Clerk or Judge of any State Court or Federal Court may not be opened for inspection or read by staff. Correspondence

received by an inmate from any of these parties may not be opened for inspection or read by staff, unless the inmate is in segregation.

- R. Any inmate reusing U.S. postage stamps after the stamp or stamps have been canceled is in violation of Wisconsin Administrative Code. You will be issued a conduct report.
- S. The sending of blood/body fluids through the mail concealed in correspondence constitutes a health hazard for infectious disease and will not be permitted.
- T. If you wish to send out legal material by Certified Mail, the proper forms may be obtained in the Library. **Do not bring your mail to the Library. Pick up the forms there and complete them on your unit.** Attach a *Disbursement Request* (DOC-184) payable to the Dodge Correctional Institution – Postage. Under the reason indicate "Certified Mail – Return Receipt Requested." Send these materials to the Mailroom. The Postal Department regulates the cost of this service.
- U. Inmates in A&E are not allowed to order goods from vendors.
  - 1. All "First Class" or "Registered" mail to and from vendors known to send goods without advance payment will be screened.
  - 2. All such mail must be left unsealed until reviewed.
  - 3. Inmates who attempt to secure goods without payment or who receive billing for goods already received while incarcerated will be issued a conduct report.

## **MEALS**

### **A. Housing Units Without Serveries**

- 1. A typical meal will consist of one portion of protein, one serving containing a starch, one portion of vegetables, a prepackaged pat of butter and one fruit. One serving of milk is allowed at the breakfast, lunch and supper meals.
- 2. DCI inmates will be served meals when they are called by units to the dining area. Meals are served at approximately 6:30 AM, 11:15 AM and 4:15 PM. These times are subject to change, and any lasting change will be posted on the units affected.
- 3. No food, drinks, Canteen items, etc., may be taken to meals or back to the units. Inmates are allowed to take one piece of fruit back to their cell after the meal.
- 4. Trading or giving away food items is not permitted in the serving line. Food items may be given away or traded at the table at which you are seated.
- 5. Returning to the serving line is not permitted. Food items and eating utensils must be taken the first time through the serving line. A utensil which has been broken or soiled may be replaced with the approval of the staff.

### **B. Housing Units With Serveries**

- 1. These units are run within the same parameters as those shown above. Housing units may have additional restrictions beyond those listed.
- 2. These housing units serve their meals cafeteria style in the unit dayroom.
- 3. When the door is opened for the meal, you must come out; no waiting for anyone.
- 4. Do not cut between the tables.
- 5. Proceed directly to the serving area and form a line to the LEFT of the stairs.
- 6. Follow the seating pattern. Fill up all four seats at one table before sitting at the next one.
- 7. You are allowed up to 20 minutes to eat your meal. When you are finished eating you are expected to leave the food service area and return to your cell.
- 8. Loitering is not allowed.

Officers will wake up inmates in time to go to breakfast only once each morning. Responsibility for waking up at any other time rests with the inmate. Arrangements may be made for other inmates to wake you up. It should be understood that it is still

your responsibility to have allowed yourself enough time to get ready (for example, personal hygiene, housekeeping, etc.) prior to leaving your room.

Inmates are not required to attend meals but are encouraged to eat regularly to maintain optimum health. Inmates who fail to report to the Dining Room with their unit when called will be considered to have declined to eat, and will not be allowed to participate at a later time.

## **MEDICAL SERVICES**

### **A. Access to Health Services**

1. The Health Service Unit (HSU) is open daily. Inmates seeking medical services must submit a blue *Health Service Request (HSR) and Copayment Disbursement Authorization* (DOC-3035).
2. Follow the instructions for completing the HSR. It is important to completely fill out the HSR, including your name and DOC number. Write clearly so that the HSU knows what you are saying.
3. All completed HSRs should be placed in the Service Request Envelope available on your housing unit. Then seal the envelope and circle the appropriate department where the request needs to be sent (HSU/PSU/Dental).
4. Give the HSR in the sealed envelope to the housing Unit Officer.
5. Service Request Envelopes will be collected every morning from the housing unit and reviewed by health care staff.
6. You will receive a written response/disposition to your request.
7. Do not use an *Interview/Information Request* (DOC-643 or DOC-761) to request health care.
8. **EMERGENCY CARE: If at anytime you are experiencing a health emergency immediately notify staff in your area.**

### **B. Intake A&E Health Screenings**

1. An initial TB test and health screening for acute and communicable disease will be completed upon arrival at DCI.
2. Prescription medications will be verified by health care staff and provided to the inmate within approximately 24 hours after admission unless there is a need to have the medication immediately.
3. Within the next three days you will complete vision screening and laboratory testing.
  - a. You will be tested for HIV, if you give written consent for the test.
  - b. Additional lab tests may be ordered following your initial lab test to clarify health status.
  - c. All of your lab results will be discussed with you at your physical exam.
  - d. You will be given information on the Hepatitis B vaccination and may request the vaccine.
4. While at DCI you will also receive a complete physical exam.
  - a. The routine physical exam may include a rectal exam.
  - b. If you have concerns about the rectal exam, or do not want to have the rectal exam done, please inform the Practitioner prior to the exam.
  - c. At the discretion of the supervising Physician, inmates with short sentences (less than 90 days) may not receive a physical exam. You will be informed in writing if you will not receive a physical exam.
5. If you are receiving psychotropic medications, an appointment with a Psychiatrist will be scheduled.
6. Inmates refusing any portion of the initial medical assessment and evaluation will be asked to sign a refusal of treatment form.

### **C. Medical Co-Payment**

1. Inmates will be charged a \$7.50 co-payment for face-to-face contact with a health care provider that is the result of an inmate initiated request for health care services. This includes a Health Service Request or request made

through non-health facility staff. **No inmate will be refused health care for the inability to pay a co-payment.**

2. Medical co-payment does not apply to Intake A&E health screenings including: initial medical screening and TB testing, optical screening, lab testing and physical examination. Also, follow-up health appointments determined and scheduled by health care providers will not be charged a medical co-payment.
3. There are also various over-the-counter medications and medical supplies available through the DCI Canteen for purchase for self-treatment of routine health concerns.

**D. Injuries/Off-site Medical Appointments and Hospitalizations**

1. Should you be injured, it is your responsibility to immediately notify the staff member supervising the area.
2. Off-site medical appointments and hospitalizations will be arranged through the HSU at the direction of the Medical Practitioner.
3. University of Wisconsin Hospital and Clinics in Madison, Waupun Memorial Hospital, as well as other community health facilities, provide services requested through the DCI Medical Practitioners.
4. The UW Hospital in Madison and Waupun Memorial Hospital have Security Units and hospitalization will occur in that unit, unless otherwise determined.
5. If hospitalized, you will be expected to abide by Security Unit visiting rules as they pertain to those people who are permitted to visit and also to the general rules of conduct.
6. Greens will routinely be worn when traveling to the clinic/hospital (exception may be made for emergencies).
7. Health Service staff are not allowed to inform you of the date or time of your off-site medical/hospital appointment per security regulations.
8. Inmates refusing an off-site clinic/hospital appointment will be asked to sign a refusal of treatment form.

**E. Medications**

1. Medications you are receiving at the County Jail are generally continued upon your intake to DCI. There are times that medications are adjusted or changed to other medications to comply with the DOC Medication Formulary. You will have the opportunity to discuss changes at your physical exam or during your initial psychiatry appointment.
2. If you have questions regarding your medications you may submit a HSR to HSU. You are responsible for knowing what medications you are taking and why you are taking the medication.
3. **Non-Controlled Medications**
  - a. Non-controlled medications are those that are issued to inmates and do not remain under the direct supervision of staff.
  - b. Non-controlled medications are self-administered by the inmate.
  - c. A white label denotes all non-controlled medications.
  - d. Non-controlled medication should be locked in your footlocker in your cell at all times.
  - e. Cards with unused, discontinued, or out-dated medications must be given to the Unit Officer for return to HSU.
  - f. Non-controlled prescription medication that may be kept on your person includes:
    - i. Rescue inhalers.
    - ii. Nitroglycerin tablets.
    - iii. Glucose tablets.
  - g. Any loose medication that is not on a labeled medication card will be considered contraband.
4. **Controlled Medications**
  - a. Controlled medications are those that are under staff control and kept in secure locations.
  - b. A yellow or yellow highlighted label denotes all controlled medications.

- c. Discuss with housing unit security staff how to access your controlled medications; for example, do you have to come to the desk and ask for the medication, do they call you up to the desk, or do they bring the medication around the unit to each cell.
- d. In some units, the Officers control all medication.
- e. Whenever you move to a new housing unit, ask how to get your controlled medications.
- f. Certain controlled and non-controlled medications are dispensed only through the HSU.

#### **F. Medication/Medical Supply Refills**

1. Medication refills will only be processed Monday through Friday. Medication refills are not processed on Saturday, Sunday or holidays.
2. When you are seven days from running out of your medications, you should request to have them refilled. You may request a medication refill by:
  - a. Submit a *Medication/Medical Supply Refill Request* (DOC-3035C).
    - i. Follow the instructions for completing the DOC-3035C refill request.
    - ii. All completed DOC-3035C refill requests should be placed in a Service Request Envelope (available on your housing unit), sealed and HSU circled on the outside of the envelope.
    - iii. Envelopes will be picked up daily and delivered to HSU.
  - b. Do not use a Health Service Request (DOC-3035) or Interview/Information Request (DOC-643 or DOC-761) to request refills.
  - c. Medication refills will be delivered to your housing unit when HSU receives them from Central Pharmacy.
  - d. If after five days you have not received your refill, submit a HSR to HSU and indicate that you have not received your medication refill.

#### **G. Regarding Comfort Items**

1. The medical staff at DCI has found that as inmates come through our system, they frequently have questions, along with a lot of incorrect assumptions about comfort items. Comfort items are things such as shoes, extra blankets and pillows, extra or alternative mattresses, thermal clothing, gloves, sunglasses and other similar items.
2. The most common incorrect assumption about such items is that they are necessary for proper medical care. This is not the case for the vast majority of medical conditions. Therefore, requests for these sorts of items are not medical issues.
3. At DCI, the HSU staff is committed to providing quality medical care for significant medical problems. This is our job. We will not be addressing issues like the comfort items described above, unless they are clearly indicated as medically necessary to treat significant medical conditions.
4. Among reasonable exceptions to this policy are things like low bunk, stair or tier restrictions and legitimate work restrictions. These exceptions will be made only when clearly necessary for treatment of significant medical conditions. Don't ask us to intervene in job assignments. That is a matter for discussion with the Work Supervisor.
5. We're here to address significant medical needs, and to deliver quality care for those medical needs.

#### **H. Access to Health Care Record**

1. **Health Care Record (HCR)**  
All inmates have a multi-part HCR primarily consisting of a Medical Chart, Patient Request Folder, Dental Record and Psychological Services Unit Record. Parts of the HCR are kept in the Health Services Unit, Dental Services Unit and Psychological Services Unit.
2. **Confidentiality of HCR**
  - a. Under Wisconsin and federal laws, the DOC must protect the confidentiality of inmate health information. This generally means that the inmate must sign an authorization (consent) before the DOC may



share health information with anyone. However, legal exceptions exist that permit sharing of health information without patient consent.

- b. Health staff has a right to access inmate health information to provide needed care. Certain non-health employees may access a limited amount of inmate health information to do their jobs. For example, an Inmate Complaint Examiner may review some health information to investigate a complaint filed by an inmate. An Officer may sometimes be present during a health appointment for security reasons.
  - c. An Officer may deliver certain medications.
  - d. The DOC health staff may share health information with outside community health providers in order to make sure an inmate receives needed health care. If a legal exception does not apply, the DOC will ask an inmate to sign an authorization.
3. **Requesting a HCR Review and/or Copies**
- Inmates who want to review their HCRs and/or request copies of documents must complete the appropriate request form, depending on what type of information the inmate wishes to access:
- a. Health Service Request (HSR) (DOC-3035). (BLUE)
  - b. Dental Service Request (DSR) (DOC-3392). (YELLOW)
  - c. Psychological Service Request (PSR) (DOC-3035B). (GREEN)

In addition to completing an HSR, DSR or PSR, Wisconsin law requires that patients sign a written authorization form before reviewing and/or receiving copies of health care information about themselves. The DOC uses the *Authorization to Use and Disclose Protected Health Information* (DOC-1163A) to describe what information you wish to review and/or copy.

When you request a record review on the HSR, DSR or PSR, an appointment should be scheduled within 30 days of the request at no charge. You will be allowed to take notes using supplies provided by the staff member overseeing your review, and select documents you want copied by marking pages in a manner directed by staff. Be aware that if you remove, destroy, write upon or in any way alter any health care document, a staff member may write a conduct report for destruction of State property.

A record review appointment is not needed when you describe in your HSR, DSR or PSR the records you wish copied clearly enough that staff can locate the documents. You will have to complete a *Disbursement Request* (DOC-184) at 15 cents per side of a page. However, you may request one free copy of laboratory or medical imaging results within 90 days of the HSU receiving the results. Copies must be provided within 30 days.

4. **Disclosing Health Information**

You have the right to sign an *Authorization to Use and Disclose Protected Health Information* (DOC-1163A) or legally equivalent form, to allow another individual or agency to review and/or obtain copies of your health information. On the form, you must check boxes or write a description of the information that the DOC may disclose to the person or agency you name on the form. The recipient of copies of the records must pay copying fees. You may not authorize another inmate to review your records or obtain copies.

I. **Advance Directives**

Advance Directives can include a Power of Attorney for Healthcare or a Declaration to Physician (Living Will). Both documents are available through the HSU or Library.

1. **Power of Attorney for Healthcare (POA-HC)**

A POA-HC is a legal document that you (the "principal") complete and sign in front of two witnesses, either two Social Workers or Chaplains or a combination of each, naming another individual (the "agent") to make your health care decisions for you if you ever become unable to make those

decisions for yourself. A POA-HC is a way for you to plan ahead to authorize someone you trust (the "agent") to make your health care decisions if you ever become temporarily or permanently unable to do so yourself. A POA-HC allows your agent to make as many of your health care decisions as you wish, not just the limited ones covered by a Declaration to Physician (Living Will).

Completing a POA-HC allows you to choose the individual you want to make decisions about your health care. You should discuss your wishes about your healthcare decisions with the agent (person you choose to represent you); for example, do you want your POA to have power over the feeding tube if you are unable to eat or drink? You can include in the POA-HC specific directions to your agent about decisions you want the agent to make.

If you do not complete a POA-HC, and are unable at some point to make your own health care decisions, the Physician must determine who has authority to make decisions for you. In Wisconsin, a family member, including a spouse, is not automatically legally authorized to make health care decisions for you. To avoid problems arising if you become very ill or have an accident, it is best to complete a POA-HC document naming the family member, or other individual that you trust as your agent.

Without a POA-HC, someone may have to ask the court to appoint a guardian of the person for you. This process can be costly, time-consuming, cumbersome and emotionally draining. It may not result in the appointment of the person *you* would have chosen to be your guardian. Additionally, the guardian may not know your wishes about your health care, and make decisions with which you would disagree.

The POA-HC has to be activated for the named agent to make decisions for you. Two Physicians, or a Physician and a Psychologist, must decide that you are not able to make your own health decisions due to mental incapacity. You may revoke (cancel) the POA-HC at any time.

2. **Declaration to Physician (Living Will)**

A Living Will is a set of instructions signed by a patient telling a physician what to do in very limited situations. It is in effect only when a person is in a persistent vegetative state, or when a person is terminally ill and death is imminent. A Living Will does not name an agent to make decisions for you.

A Living Will is recommended only when the principle has no one to make decisions for him/her.

## **MOVEMENT**

### **A. Individual**

Individual movement within the institution will be accomplished by the use of the institution telephone system and pass system.

1. All green passes indicate mandatory attendance and will have priority over white passes.
2. Will call passes restrict inmates from attending other functions within the institution, except other mandatory passes, meals or visits.
3. All individuals going to the Library, Bible studies, the barber or dentist, etc., must obtain a pass from the Officer in charge of your unit. This pass must be carried with you when proceeding both to and from your destination. The pass must be presented to the Officer in the building where your activity is, and also to the Officer in charge of your unit upon return. You only have a five minute time limit to arrive at your destination when moving throughout the institution.

4. When walking in the main corridor, inmates will be required to walk single file and remain to the right of the red line nearest to the wall in their direction of travel.
5. For health, safety, and sanitation purposes, you are not allowed to leave your housing unit with gum, candy, etc., in your mouth or on your person.
6. You are not allowed to take any personal property off the unit such as, but not limited to: photos, envelopes, letters, pens, pencils, hair picks, etc.

**B. Group**

1. When notified that group movement is to begin, you are to do so quietly and orderly.
2. You may talk in a normal tone of voice.
3. There is to be no running and absolutely no loitering, and you are to move directly to your destination.
4. Inmates will be required to walk single file and remain to the right of the red line nearest to the wall in their direction of travel.
5. In areas where there are two red lines, inmates will walk within the boundaries established by the lines in their direction of travel.
6. Inmates will walk at a normal pace so as not to impede movement of inmates behind them.
7. You will have a maximum of five minutes to move from one area to another.
8. You will not be allowed to leave the unit after the group has left without permission from Unit staff.

**PERSONAL HYGIENE**

(Also refer to DAI Policy 309.24.01 – Personal Hygiene and Hairdressing and DCI Procedure 900.418.04 – Razors.)

**A. Grooming**

1. All inmates are expected to maintain an appropriate level of personal cleanliness.
2. Fingernails must not extend beyond the fingertips.
3. Bar soap, toothpaste and toothbrushes are available from unit staff on an exchange basis only. Toothbrushes may only be exchanged every six (6) months. Other hygiene items are expected to be purchased through Canteen.
4. One disposable razor will be issued to each inmate when they are transferred out of Unit 19. Inmates shall keep possession of a razor at all times, regardless of whether it is used. A weekly inspection and count of razors will be conducted. Replacement razors are purchased through Canteen razor cards.
5. Do not attempt to alter or remove blades from any disposable razor. Doing so will subject you to disciplinary action. Used disposable razors are to be disposed of in the razor bucket on the housing unit, not in trash cans.

**B. Head/Facial Hair**

1. Inmates will be permitted to adopt hairstyles, including facial hair, subject to regulations for occupational, health or security requirements in accordance with DAI Policy 309.24.01.
  - a. Inmates assigned to food preparation and serving areas shall be required to wear hairnets or other hair covering. When facial hair presents a probable sanitation problem, the institution may require appropriate trimming to meet sanitary standards.
  - b. Inmates performing work assignments around machinery, which may reasonably be determined to be a safety hazard may be required to maintain suitably trimmed head and facial hair or wear appropriate protective equipment.
  - c. Use of devices such as pins, barrettes, hairnets, rubber bands, curlers or your own hair to secure hair is not permitted outside of your housing

- unit. One Canteen purchased ponytail holder is allowed to be worn while at recreation.
- d. Mohawks, gang cuts or other unacceptable haircuts are not allowed.
  - e. Dying or bleaching of hair is not allowed.
  - f. Partial tails are not permitted. Only full growth of hair will be allowed to grow out.
  - g. Partially shaven heads are not permitted including linings.
  - h. Neckline must be shaven straight across the back or allowed to grow as it naturally would.
  - i. Hair must be cut so as to blend from the sides to the top of the head. Bowl-type cuts are not allowed.
  - j. Hair must be blended together as not to display any differences between the right and the left sides.
  - k. Braiding of hair is allowed when the entire head of hair is braided or the full growth of hair is braided into one straight braid.
  - l. Inmates are prohibited from partially shaving their heads or trimming eyebrows. Shaving of hair will not be permitted above the ears unless the entire head is shaved.
  - m. Only one straight part is permitted with no designs.
  - n. The medical staff may authorize cutting an inmate's hair when there is evidence of unsanitary care to warrant such action.
2. All A&E inmates will be offered a haircut upon Intake. Haircuts are not mandatory at this time except to conform to grooming standards. Inmates refusing a haircut upon Intake will not be eligible for a haircut for 60 days.
  3. Inmates are not allowed to give or receive haircuts. Haircuts are given in the barbershop only. To receive a haircut, submit a request to the intake-barber.
  4. New identification photographs will be required of any inmate whose facial features change during confinement as a result of change in hairstyle, including either length of hair or facial hair.

### **PREA (Prison Rape Elimination Act)**

While you are under the supervision of the Division of Adult Institutions (DAI) in the Wisconsin DOC, no inmate or staff has the right to pressure you into any sexual acts. Regardless of your gender, age, size, race, ethnicity or sexual orientation, you have the right to be safe from any sexual advances and acts. This information can also be found in the inmate PREA Handbook, also known as the "Red Book."

### **What to do if you are assaulted**

It is important that you tell a staff member as soon as possible if you have been sexually assaulted, have been threatened or are being asked to do something sexually. They will offer you immediate assistance and protection, if needed. You can report it to the Social Workers, Psychologist, Chaplain, Wardens, Shift Supervisor, Sergeant, Officer, Health Service Unit (HSU) staff, or any other staff member. DOC staff members are instructed to keep the reported information confidential and only discuss it with the appropriate officials that have a need to know in order to perform their duties.

Even though you may want to clean up after the assault, it is important NOT TO shower, wash yourself, drink or eat anything, change your clothing, or use the bathroom before you see medical staff. Please remember that by reporting the crime of a sexual assault or sexual misconduct right away, you are assisting in helping stop this harmful behavior and sending a message to the perpetrator that this behavior will not be tolerated.

You may also request to speak to the Institution PREA Victim Services Coordinator.

## **PROPERTY**

(Also refer to DAI Policy 309.20.03 – Inmate Personal Property and Clothing)

The Property Department inventories and processes the property of all inmates committed to DCI. You will be given a property slip that lists all of the items you arrived with. Check this slip carefully to make sure it lists all of the items you had.

Property items that are not authorized upon your arrival will be returned with the transporting Sheriff's Department. Other items subject to approval and/or not permitted will be mailed at your expense or destroyed at your request.

The personal property of inmates in A&E will be limited to basic needs in order to avoid transferring large quantities of property, to lessen conflicts due to limited cell space due to double-celling, and to lessen administrative problems caused by rapid turnover of the A&E population. Additionally, personal property allowed varies by security classification and the inmate's next institution, which is not known until the end of his A&E term.

Inmates are not allowed to buy, sell, trade or lend any of their personal property to another inmate. This includes Library books and magazines.

Upon admission, property will be limited to those personal property items which can be easily inspected and are allowed in accordance with Division Policy.

- A. Address Book.
- B. Embossed envelopes, limit 30 (no stamped or metered envelopes, pre-stamped return address or loose stamps).
- C. Photos: Limit 50; Gang Related, Polaroid or photos depicting nudity are not permitted. Maximum size: 8½ x 11. Digital photos permitted.
- D. Prescription eyeglasses and glass case (no metal hinges/hard cases): Limit 2 pair.
- E. Contact lenses will only be permitted when an inmate does not possess prescription eyeglasses. No cleaning solutions permitted. Prescription glasses are to be ordered by the inmate and contacts will then be sent out.
- F. Dentures and storage container.
- G. Watches – date and time function, clear, plastic style only. No alarm, timers, leather bands or lights.
- H. Personal wedding rings: stone or gem must be embedded into the surface of the ring and must meet established band thickness/width regulations.
- I. Personal letters, limit 25.
- J. Legal materials (no books).
- K. Hearing aids (1 set).
- L. Bible, Qur'an (or other approved religious book), limit 1.
- M. Personal ID (Social Security Card, Driver's License, Wisconsin State ID card or birth certificate); no wallets.
- N. Medical appliances (leg, arm, neck/back braces, prosthesis, C-PAP machine, etc.) with medical approval.
- O. Medical alert medallion or bracelet: must meet DOC size specifications.
- P. Medicine bag, religious emblem (emblem chains are not permitted). Religious emblems are limited to designated faith, subject to Chaplain approval.

Exceptions will not be made except in extreme circumstances and then only with the approval of the Security Director/designee.

In addition to items provided to each A&E inmate upon admission, A&E inmates may purchase a variety of miscellaneous items from the Canteen for personal use, including, hygiene items, snack foods, soda and writing materials.

The institution may restrict the purchase of certain Canteen items for security reasons, and a listing of items available for purchase shall be posted in the A&E units and in the Canteen. Some Canteen items purchased at DCI may not be permitted at other institutions. As such, Canteen purchases should be kept to an absolute minimum. Rules regarding the transfer of consumable and hygiene products are as follows:

**Opened containers:** Edible products that have been opened are not allowed. Liquid products that have been opened are allowed, provided they are clear and in their factory container that is clear allowing observation of all the contents.

**Unopened containers:** Edible and hygiene products that have not been opened (factory sealed) are allowed. In addition, liquid products that are clear and in their original factory container that is clear allowing observation of all the contents.

### **PROPERTY STORAGE**

All A&E inmates will be issued a combination for the padlock that is attached to your footlocker for securing personal property and individual medication. Padlocks will remain in the locked position and are to remain on your footlocker at all times. Should these locks become damaged or missing through your negligence, you may receive a conduct report.

All A&E inmates who are celled with other inmates must keep their personal property locked in the foot lockers provided when it is not being used.

The institution will not be responsible for personal property that becomes misplaced, lost, or stolen because it was not in the footlocker. Inmates are required to report any damage to their footlocker to staff.

Questions regarding your property should be directed to the Property Department.

### **PSYCHOLOGICAL SERVICES**

The Psychological Services Unit (PSU) staff usually screens all inmates within one working day after arrival at DCI. The purpose of this screening is to identify those who have significant mental health issues, identify those who require special placement, and to make referrals for psychiatric services. All inmates are issued informational pamphlets regarding suicide prevention and adjusting to incarceration.

More in-depth psychological evaluations are performed upon staff request. Psychological testing is administered only to those undergoing more extensive evaluations. Information for these evaluations is also obtained from available records and reports, as well as a clinical interview. The results of the clinical evaluations are used to assist in identifying program and treatment needs and to determine appropriate institution placement. Psychological Services also reviews/evaluates all sex offenders to determine sex offender program needs.

Individuals experiencing emotional or personal problems, which cause concern, may initiate contact with a Clinician by using an *Interview/Information Request* (DOC-761). Counseling primarily involves crisis intervention. There are few established Psychological Services groups for A&E inmates, as you are here for assessment, and Psychological Services resources are more focused on assessment rather than treatment. More involved programs and treatment are provided at most institutions.

### **Access to Psychological Services**

- A. The PSU is open daily, Monday through Friday.
- B. Inmates seeking psychological services must submit a green *Psychological Service Request* (PSR) (DOC-3035B).

- C. Follow the instructions for completing the PSR. It is important to completely fill out the PSR, including your name and DOC number. Write clearly so that the PSU knows what you are saying.
- D. All completed PSRs should be placed in the Service Request Envelope available on your housing unit. Then seal the envelope and circle PSU.
- E. Give the PSR in the sealed envelope to the housing unit Officer.
- F. Service Request Envelopes will be collected every morning from the housing unit and reviewed by psychological services staff.
- G. You will receive a written response/disposition to your request.
- H. Do not use an *Interview/Information Request* (DOC-643 or DOC-761) to request health care.

## **RECORDS OFFICE**

Records, which must be kept on all inmates, are maintained in the Institution Records Office. Judgments and Revocation Orders are reviewed, release dates are computed, and detainers processed. If you have questions or believe your release dates are not correct, you must contact Records Office staff. Do not send multiple requests.

### **A. Release Dates**

1. The Records Office will compute Mandatory Release (MR), Maximum Discharge (MAX), Extended Supervision (ES) and Parole Eligibility (PED) dates as soon as possible after your admission. ESV/PV/MRV calculations take considerably longer. You may expect release dates as an ESV/PV/MRV within a two to four month period. Information on your release dates will be forwarded to you when completed. **DO NOT SEND** an *Interview/Information Request* (DOC-761) to the Records Office in reference to when your release dates will be completed.
2. Release dates are based on the information given on the Judgment of Conviction, Order for Re-confinement After Revocation of Extended Supervision, and/or Revocation Order and Warrant. **IF INFORMATION ON THESE DOCUMENTS IS NOT CORRECT, IT IS THE INMATE'S RESPONSIBILITY TO HAVE IT CORRECTED.** Corrections on the Judgment of Conviction must come from the court, while corrections on the Revocation Order must be resolved through your DCC agent. The custody date is determined by using the date provided on the Revocation Order and Warrant. We do not count day for day until received at the institution.
3. At the end of this handbook is a Bifurcated TIS Admission computation and a New Law Admission computation. Both forms have detailed information on what all the dates mean.

### **B. Credit**

Time spent on the streets is NOT considered credit unless the offender was sitting time on a hold for a period of time that is listed on the Revocation Order and Warrant. If you do not agree, refer to the section above.

### **C. County Jail or House of Correction Sentences**

Per Wisconsin Statutes s. 973.03(2), "A defendant sentenced to the Wisconsin state prisons and to a county jail or house of correction for separate crimes shall serve all sentences whether concurrent or consecutive in the state prison." You will serve 2/3 of the jail sentence in prison and 1/3 on supervision.

### **D. Amended Paperwork**

Do not request a copy of amended paperwork received by DCI Records Office from the courts or from DCC. You will be provided a copy once Records has processed the amended paperwork.

### **E. Sentence Adjustment Information**

Refer to DAI Policy 302.00.18 – Positive Adjustment Time – Petition of Sentence Adjustment to Court and DAI Policy 302.00.14 – Petition of Sentence Adjustment to Court 75% and 85%. These policies may be referenced in the Library along with instructions and necessary forms.

#### **F. Hearings**

DCC Holds and offenders who have requested a revocation and/or reconfinement/reincarceration hearing will remain at DCI until completion of the requested hearing. If at any time the offender wishes to waive his hearing he may do so by writing to the Records Office.

#### **G. Detainers/Warrants**

Upon receipt of a detainer by this institution, the following will occur. You will be served the detainer. If appropriate, you may apply for prompt disposition. If you believe you have an outstanding warrant, but this institution has not received it, you may contact the appropriate District Attorney, Sheriff's Department, Clerk of Court, your attorney or you may confer with your OCS to check the status of possible detainers. Records Office staff do not track pending detainers that have not been officially filed at this institution.

#### **H. Parole Eligibility**

The Parole Clerk in the Records Office will track your case to ensure accurate scheduling of your parole interview.

### **RECREATION**

Recreation will be available to all inmates, except those in intake status. Inmates are responsible for reading and knowing all recreation rules. The Recreation Department will provide schedules to be posted on all units.

All inmates attending recreation, whether it is outside, in the gymnasium, or in Unit 5 basement will be required to remain at recreation until the end of that specific recreation period, unless the recreation period is two hours in duration. Inmates attending a two-hour recreation period may leave after the first hour, and anyone wishing to attend only the last hour of the recreation period may do so. Inmates are to exit the recreation area when recreation is terminated. Loitering will not be tolerated.

Inmates having group functions or passes during their scheduled recreation period are to remain on the unit until they are called out for that particular activity. Inmates are not to come to recreation with the expectation of being called out from recreation to attend these functions. Inmates returning from these functions with scheduled recreation time still available will not be allowed to come to recreation until their next scheduled recreation period.

Large groups of inmates will be dispersed at the discretion of recreation staff. Physical contact between inmates is not permitted unless engaged in authorized recreational activities.

#### **A. Inside Recreation Rules**

1. No candy, gum or food is allowed during recreation periods.
2. Abuse of equipment will result in disciplinary action. Examples:
  - a. Hanging on the basketball rim/net.
  - b. Dunking.
  - c. Kicking balls.
  - d. Slamming or misuse of weights.
3. When inmates are waiting to use the exercise bikes or stair climber, use of them will be limited to 10 minutes per person.
4. No sitting or loitering on the basketball court.
5. Jogging/walking is allowed around the exterior lines of the gym, in a clockwise direction only. Racing is prohibited.
6. Martial arts types of exercise (boxing, karate, etc.) are not allowed.
7. Inmates must be properly dressed, with shirts tucked in, both to and from recreation.
8. No personal items other than recreational clothing may be brought to recreation.
9. Only one upper body undergarment allowed.



10. Ill-fitting shorts, pants or shirts are not allowed.
11. A shirt must be worn at all times while at indoor recreation.
12. All inmates must wear State issued tennis shoes to indoor recreation.
13. T-shirts and handkerchiefs may not be used as headbands.
14. Fingernails will not be allowed to extend beyond the fingertips.
15. Hair grooming is not allowed during recreation.
16. Unsportsmanlike conduct may result in removal from recreation or issuance of a conduct report. Unnecessary pushing, contact or arguing will be cause for removal.
17. Inmates must respond immediately to public address announcements.

**B. Outside Recreation Rules**

1. No candy, gum or food is allowed during recreation periods.
2. Abuse of equipment will result in disciplinary action.
3. When issued rec equipment, the inmate's ID will be turned in to staff and will be returned in exchange for the equipment.
4. Towels or washcloths are not allowed outside.
5. The only allowable personal items to be taken outside are musical instruments, legal material and recreational clothing.
6. Inmates are responsible for their own property.
7. Inmates must be properly dressed with shirts tucked in, both to and from recreation.
8. Inmates taking jackets from the ramp area must return them when recreation is over.
9. Shorts, pants and shirts must fit properly.
10. T-Shirts and handkerchiefs may not be used as headbands.
11. Fingernails will not be allowed to extend beyond the fingertips.
12. Martial arts exercises (boxing, karate, etc.) are not allowed.
13. Unsportsmanlike conduct may result in removal from recreation or issuance of a conduct report. Unnecessary pushing, contact or arguing will be cause for removal.
14. Inmates may not congregate in a group of more than four unless they are seated down observing activity or walking on the track.
15. Jogging/walking is allowed around the track in a counter-clockwise direction.
16. One inmate, with staff permission, may retrieve equipment from the moat area.
17. Inmates may not lie down for sunbathing on game fields that are in use.
18. Chairs are to be used by staff only.
19. Inmates must respond immediately to public address announcements.

**RELEASES**

If you are releasing from Dodge Correctional Institution, you will be assigned to a Release Social Worker. You will be contacted within 60 days of your release to begin planning.

**RELIGIOUS PROGRAMS/CHAPEL SERVICES**

(Also refer to 309.61.01 – Religious Beliefs and Practice; 309.61.02 – Religious Property and 309.61.03 – Religious Diets.)

**A. Worship Services**

1. Worship services are provided for inmates in Reception status. To participate, submit one DCI Chapel Religious Programs Participation Request Form to the Chapel.
2. The worship service should match your religious preference. While incarcerated you are allowed to practice only one religion.
3. See the posted Chapel schedule on the unit for the specific day and time of worship services. The scheduled worship services are:
  - a. Protestant (includes Baptist, Pentecostal, Lutheran, Methodist, Presbyterian, Non-denominational).

- b. Catholic.
  - c. Buddhist.
  - d. Islamic.
  - e. Native American.
  - f. Pagan.
4. If an inmate is unclear concerning religious preference or orientation, a Chaplain will interview the inmate and assist in making the appropriate selection.

**B. Religious Studies/Activities**

Bible studies and other religious activities are provided for all inmates in Reception status. To participate, submit a Religious Programs Participation Request Form to the Chapel requesting the activity desired. See the Chapel schedule posted on the unit for specific study or activity desired. Inmates may participate in one study in addition to their worship service.

To receive a copy of the Bible, the Qur'an or information on how to obtain your scriptures, send an *Interview/Information Request* (DOC-761) to the Chaplain.

**C. Other Programs**

1. Individual Visits. Personal, family and spiritual counseling are available from the Chaplains. Submit an *Interview/Information Request* (DOC-761) to the Chapel to request counseling.
2. Special Events and Services. Special events, religious services or other occasional/seasonal activities are offered. Check your unit bulletin board for special announcements and information.
3. Special Religious Needs. If you have a special religious or spiritual need (including special diets) that is not addressed, contact a Chaplain for more information.
4. Reading Materials. Depending on availability, the Chapel may have religious pamphlets. Religious and spiritual books are available for loan from the DCI Library as well as the Chapel.
5. Pastoral Visit Requests. Requests to see your Pastor should be submitted to the Chaplains. Outside pastoral visits are allowed once approved through the institution security approval process. All initial requests must be initiated by the inmate. After the initial request, the Pastor may request the visit. Group pastoral visits are not allowed.
6. Grief Counseling. If you have suffered the death of a loved one or have had a significant loss of any kind, you may request to see a Chaplain. This may be done by submitting an *Interview/Information Request* (DOC-761).
7. Marriage. Marriage requests are not allowed while in A&E status.

All inmates attending religious worship services and studies will be required to stay in that area until that service or study is concluded.

**SEARCHES (BODY) (4 types)**

**A. Pat (Personal) Search**

1. A pat search is a search of an inmate's person, including but not limited to, an inspection of the inmate's mouth, nose, ears, hair, searching of the outer clothing wherein staff run their hands along outer garments to detect contraband, an examination of the shoes, hat, pockets and personal property.
2. Pat searches do not have to be conducted in private.
3. Pat search procedures:
  - a. You will be told that you will be searched and where the search is going to be conducted.
  - b. You may be told to remove jacket, hat, shoes, socks, belt, jewelry, as well as the contents from all pockets, turn pant pockets inside out and pull your shirt out of the waistband.

- c. You may be asked to run your hands through your hair or comb it out. If hair curlers are present or your hair is braided or tied, it may be necessary to remove these items or let hair down.
- d. Your mouth, nose and ears may be checked for contraband. If you have dentures or a partial plate, it must be removed for inspection.

**B. Strip Search**

1. A strip search is a search of a person which requires them to remove all of their clothing.
2. A strip search includes examination of the person's clothing and visual inspection of his or her body and body cavities.
3. Strip search procedures:
  - a. You will be directed to remove all of your clothing and hand it over to the searching staff member. Once received, the staff member will inspect it and place it in a clean area.
  - b. Once you are completely unclothed, the Officer will visually inspect your entire body including hair, ears, mouth, nose, hands, armpits, groin area, between the toes, bottoms of feet, inner portions of the legs and rectum.

**C. Body Contents Search**

A body contents search is a search in which the inmate is required to provide a sample of urine, stool, breath or blood for testing for the presence of intoxicating substances.

**D. Body Cavity Search**

1. A body cavity search is a strip search which includes a physical inspection of body cavities by the entry of an object or fingers.
2. A trained medical staff member (Physician) is the only person who can perform body cavity searches.

**SECURITY THREAT GROUP (GANG) ACTIVITIES**

- A. Prohibited activities include, but are not limited to:
  1. The collection of dues.
  2. Publishing and possession of gang literature.
  3. Communication by invented language.
  4. Code or hand signals.
  5. The levy of fines or discipline.
  6. Possession or wearing of clothing designed to identify members.
  7. Possession or display of any gang related materials.
  8. Acts of intimidation towards others.
  9. Photos with gang symbols.
  10. Ritualistic greetings between members.
- B. Any group not specifically sanctioned by DCI is prohibited from functioning as a group. Groups that have been identified as unsanctioned groups include, but are not limited to:
  1. White Supremacist Groups to include but limited to Aryan Brotherhood, Skinheads, Ku Klux Klan, Neo Nazis, etc.
  2. Surenos/Nortenos.
  3. Bloods/Crips.
  4. Gangster Disciple Nation and all of its affiliates.
  5. Vice Lords.
  6. Black P. Stone Nation.
  7. Latin Kings.
  8. Spanish Cobras.
  9. 1% Motor Cycle Groups
- C. Any inmate found in possession of, wearing, manufacturing or distributing any gang related materials or involved in gang related activities, will be dealt with through the disciplinary process in accordance with Wisconsin Administrative Code Ch. DOC 303.

- D. Grooming relative to gang haircuts is covered in the section entitled "Personal Hygiene".

### **SHOWERS, CLOTHING EXCHANGE AND LAUNDRY**

- A. Each inmate will be issued:
1. One set of green institution shirt and pants.
  2. One T-shirt.
  3. One set of underwear.
  4. One pair of socks.
  5. One pair of gym shorts.
  6. Washcloths, towels, two sheets, one pillowcase and one blanket are provided. More blankets may be allowed if the cell is extremely cold.
  7. One set of shoes.
- B. Socks and underwear will be exchanged on a daily basis.
- C. You may only have in your possession one pair of socks and one pair of underwear.
- D. New clothing and linen will only be exchanged on a one for one basis. The only exception will be medically approved item(s) through HSU/Primary Care.
- E. Refer to individual housing units for laundry schedule and clothing exchange procedures.
- F. Clean bed linens will be provided weekly according to the unit exchange schedule.
- G. Showers
1. Inmates are required to shower in accordance with their unit's shower schedule, except when medically excused. Failure to do so may result in disciplinary action.
  2. When your cell door opens you are to proceed directly to the shower room.
  3. You are allowed five minutes in the shower.
  4. When your time is up, exit immediately.
  5. There will be no loitering or congregating in the shower room or at the Officer's desk.
  6. No showers will be taken between the hours of 9:00 PM and 6:00 AM.
  7. The shower area may be closed for regularly scheduled cleaning time at the end of each evening or for a brief time on the weekend, for maintenance and cleaning.

### **SMOKING**

The possession or use of tobacco products by all inmates, in all areas, is forbidden.

### **TALKING**

- A. Talking within your living unit shall be in a normal, acceptable, conversational tone of voice.
- B. Yelling or making noises that disturb others will not be permitted. There will be no yelling out your cell door, windows, (including dayroom windows) or through the room vents to inmates in other cells.
- C. Normal conversation in the unit will be permitted between the hours of 6:00 AM and 9:00 PM, excluding designated units which have specific rules posted.
- D. Unit "lights out" time is 9:00 PM. This is also quiet time. All talking and noise will be kept to a minimum.
- E. Between the hours of 9:00 PM and 6:00 AM there is to be no talking in the hallway or between rooms so as not to disturb those inmates who wish to sleep.
- F. Use of profanity is not permitted at any time.

### **TELEPHONE CALLS**

(Also refer to DCI Procedure 900.420.01 – Telephone Calls – Inmate and DAI Policy 309.39.01 – Monitoring and Recording of Inmate Telephone Calls.)

**A. Basic Calls**

1. Calls are recorded and monitored by the institution. Throughout the call, a recorded message indicates that the call is from a correctional facility.
2. Basic instructions for use of the telephone may be obtained from the Unit Officer. Requests to place a telephone call should be made to the Unit Officer.
3. A&E inmates are allowed to make one 15-minute telephone call per week. The week starts on Sunday and ends on Saturday. Phone calls not made during the week may not be "banked" to use at a later date.
4. As a call is placed, each inmate will receive automated instructions to follow. For proper identification purposes, all inmates are instructed to record their first and last name during their first telephone call. If you need to reset your telephone introduction, submit an *Inmate Telephone Problem Report* to the Business Office.
5. A phone call cannot be completed unless the party called has a pre-paid phone account to receive your collect calls.
6. The inmate telephone company CenturyLink uses a 3<sup>rd</sup> party billing company Securus, (formerly Correctional Billing Services), for pre-paid phone accounts to accept your collect calls. The party you wish to call needs to contact Securus at 800-844-6591 to set up a pre-paid phone account.
7. If your called party does not have a phone account, this may result in blocked calls and receiving a recording that the call is restricted. DCI does not place or remove blocks. If an attempted call is blocked due to billing, the called party will be notified via telephone that a call was attempted to their residence and that it was blocked. The reasons for this may be one of the following:
  - a. The local telephone company of the person the inmate is calling may not have a billing account with Securus.
  - b. The person the inmate is calling may have a poor billing history.
  - c. The person the inmate is calling may have an exceptionally high bill.
8. If an inmate calls a person that has never accepted a call from an inmate or who does not have a phone account set up, there will be a message communicated to them to set up a pre-paid account to receive future calls and to stay on the line. There may be a short connection to the called party, but this should not be considered a completed call towards the inmate's one weekly call.
9. Telephone calls are limited to 15 minutes. There is a warning message at the end of the call saying the call will be ending at the prescribed time.
10. If you have telephone connection problems, report these to the Unit Officer immediately, and submit an *Inmate Telephone Problem Report* to the Business Office. The problem should be clearly stated and all the facts provided, including the number called, the time of the call, and the error message received.
11. Attempting or completing telephone calls and relaying messages for inmates who are not authorized to use the inmate telephone is not permitted. You are not allowed to make telephone calls for other inmates.
12. When you are informed you are being transferred to another institution, or leaving as OCO or OWO, you will not be allowed telephone calls. Should you go out to court for an extended period of time and return, your telephone list may require reactivation.
13. If possible, phone calls will be made at the time requested by the inmate, between the hours of 8:00 AM and 8:30 PM. No phone calls will be initiated after 8:30 PM. The Unit Officer will be responsible for doing whatever scheduling may be necessary to ensure that everyone has the opportunity to make his calls.
14. Telephone calls may not be placed to a third party or to a coin operated phone. All calls are collect calls, with the exception of those calls that require special consideration by your Social Worker or a Security Supervisor. In

case of emergencies, including but not limited to critical illness or the death of a close family member of an inmate, a special telephone call may be permitted, regardless of any calls already made that week.

15. Text telephone devices (TTD) are available for inmates with hearing impairments upon request to the Unit Officers.

**B. Incoming or Emergency Calls**

Because of the difficulty of reaching inmates for incoming calls, the institution does not take messages for incoming calls unless it is an emergency and the message shall be delivered to the inmate. In the case of emergencies, including but not limited to, critical illness or death of a close family member of an inmate, a special telephone call may be permitted regardless of the number of calls already made after verifying the emergency.

Special or emergency calls may be authorized by the Social Worker/OCS/ Security Supervisor/Chaplain's discretion by:

1. Authorizing another call on the inmate phone system.
2. Inmate completing a signed *Disbursement Request* (DOC-184) to use a State line that will be limited to 15 minutes with a flat rate of \$5.00 per call.
3. Placing without charge a ten-minute emergency call to a verified close family member regarding death or life threatening illness.

**C. Attorney Telephone Calls**

1. Telephone calls to attorneys are not monitored or recorded provided they are properly placed.
2. In order to include your attorney on your non-recorded call list, complete a *Telephone Request – Attorney Add/Delete* (DOC-1631). This form is available from your unit staff.
3. After the form is filled out, send to the Business Office and the form will be forwarded for processing.
4. Your attorney will receive a form letter to sign. The attorney has 30 days to return the form to the phone company.
5. When the form is approved, the inmate will receive a copy back indicating the attorney has approved calls to that number, and the attorney number will be entered into the telephone system.
6. Telephone calls are placed using the same procedure as above, except these calls are not recorded or monitored. Prior to making an attorney call, inform your Unit Officer that it is an attorney call.
7. These calls should be limited to 15 minutes, unless special circumstances are involved. The call does not count toward your weekly phone call.

**D. Exception – Attorney Telephone Calls**

If your *Telephone Request – Attorney Add/Delete* has not been returned marked "approved" and you must contact your attorney, procedures will be as follows:

1. Write your attorney informing him/her of your desire to speak to him/her on the phone. Phone books from various Wisconsin cities are available in the Library.
2. Have your attorney call 920-324-5577 and ask for ext. 6255 to set up a time for you to make a collect call to your attorney.
3. Such calls are not subject to the maximum limit in number but may be subject to limitations because of staff availability and resources. The attorney's name will not be on the inmate's Approved Visiting List. OCSs or Security Supervisors after hours, may give permission for attorney calls for the following reasons:
  - a. To allow an inmate to return a call from an attorney.
  - b. When there is a statutory time limit that would be missed and the inmate needs to convey information to the attorney.
  - c. When it appears to staff that a call to an attorney is in the best interest of the inmate.
  - d. When an inmate is unable to write.
  - e. When an emergency exists.

#### **E. International Telephone Calls**

1. You may request to make a call to a close family member outside of the United States if:
  - a. You can pay for the call from your general inmate account.
  - b. You have sufficient funds for an international phone call at a rate of \$1.00/min.
2. Submit the request to your assigned OCS and your OCS will confirm that the funds are available. If they are available, the call will be scheduled in the OCS's office.
3. Submit a *Disbursement Request* (DOC-184) made payable to DCI to pay for the call and it shall be submitted to the Social Services Director noting date and time of call.

#### **TRANSFER NOTICE**

Not all institutions to which you may be transferred are able to authorize a telephone call for newly received inmates in order to advise family and friends of their transfer. As transfer dates become known, no outgoing phone calls or visits will be allowed.

It is the inmate's responsibility to notify their family and friends of the results of their A&E staffing. This notification may be made either through the regular telephone calls or through the mail. This will ensure that family and friends do not make the trip to visit only to find out that you have been transferred. As your potential transfer date nears, your visitors should be encouraged to call prior to coming to visit to make sure that you have not been transferred. The phone number is (920) 324-5577; ask the operator for the Lobby.

All inmates who are returning to County Jails for any reason will be transported from DCI in institution clothing; no civilian clothing. Inmates are not allowed to return to DCI from County Jails with hygiene or personal property items acquired while housed at the County Jails.

#### **VETERANS/OFFENDERS WITH MILITARY SERVICE**

The purpose of this process is to obtain employment, training, and benefits services for eligible incarcerated veterans upon release from a correctional facility or upon placement under community supervision.

Job training, education, career counseling, and benefits information including rehabilitative services needed to obtain steady employment, housing and the skills to sustain a productive lifestyle are important keys to success for offenders upon release from a correctional facility and during community supervision.

The Wisconsin Department of Workforce Development (DWD), the Wisconsin Department of Veterans Affairs (DVA) and the statewide network of County Veterans Service Officers (CVSO) are separate but interdependent activities. All three parties contribute key roles in an offender veteran's successful reentry into society. DVA and CVSOs address benefits issues, while DWD Disabled Veterans Outreach Program (DVOP) and Local Veterans Employment Representatives (LVER) address employment and training needs through case management.

Eligibility status and program specifics differ greatly for each veteran's community. An offender veteran's status for benefits should be addressed upon incarceration or placement on community supervision (probation).

DCI has a State Veteran's Benefits Specialist that comes to the facility once per month. In order to make an appointment, send an *Interview/Information Request* (DOC-761) to A&E and include any questions or concerns you have. Once you have been scheduled to be seen, you will receive a pass for the appointment.

If you are a veteran and would like more information, a copy of the **Incarcerated Veteran's Handbook** is available in the Library.

For more information, you can write to the Department of Veterans Agent:

Veteran's Representative  
VISN 12 HCRV Reentry Specialist  
Clement J. Zablocki VA Medical Center  
5000 West National Avenue  
Milwaukee, WI 53295

## **VISITING**

(Also refer to DAI Policy 309.06.01 – Visiting.)

### **A. Temporary Visiting List Preparation While In A&E Status**

1. A&E visiting lists are temporary. Permanent visiting lists will be generated at receiving facility.
2. While in A&E status, no more than four (4) adult close family member visitors may be approved to visit. "Close Family Member" is defined as: An inmate's natural, adoptive, step and foster parents; spouse, children, grandparents, grandchildren or siblings. A parent surrogate is within the definition of parent if an inmate substantiates that a claimed surrogate did in fact act as a parent to the inmate, although the parent surrogate was not an adoptive, foster or step parent.
3. Children of the inmate who have not reached their 18<sup>th</sup> birthday may visit, if approved, and shall not be counted against the four visitor limit on the visiting list. Minors must have written approval of a non-incarcerated parent or legal guardian to visit.
4. An approved minor child may be accompanied by any approved adult visitor on your list.
5. Individuals less than 18 years of age that are not children of the inmate will not be approved to visit.
6. Inmates in A&E status longer than 120 days may request one (1) additional related or non-related adult be added to their visiting list. This will only be permitted if the inmate is in a general population (that is, non-segregated) status.
7. Inmates with sexually related offenses will not be permitted to have visitors under the age of 18, regardless of relationship.
8. There are no exceptions to the policy.
9. You will need to fill out the front page of a *Visitor Questionnaire* (DOC-21AA) for each close family member you wish to place on your list. This includes a form for each of your minor children. The child's custodial parent must sign the parental consent portion of the DOC-21AA which is sent to them.
10. You are required to mail out your own forms. After the proposed visitor completes the form, they must return it directly to the A&E Department for processing.

### **B. Visiting Regulations**

1. **INTAKE STATUS:** Inmates are only in this status for two or three working days and are NOT ALLOWED VISITS.
2. **RECEPTION STATUS:**
  - a. Inmates in A&E at DCI will be allowed a maximum of two, two-hour visits per week.
  - b. For the purposes of counting the number of visits per week, the visit week will start on Sunday and ends the following Saturday.
  - c. Inmates will not be permitted to have visits on both days of a weekend but will only be permitted a visit on either Saturday or Sunday.
  - d. Weekend and Holiday visiting hours are 8:15 AM to 3:45 PM.



- e. Weekday (Monday through Friday, excluding holidays) visiting hours are 3:00 PM to 8:30 PM.
- f. Inmates in TLU, Observation, Program Segregation, Disciplinary Separation, Voluntary Confinement, Adjustment Segregation or Administrative Confinement status will abide by the visiting regulations as specified in DCI policies, procedures and Unit Handbooks. Inmates in disciplinary status are subject to no-contact visiting.

**C. Other Visiting Rules**

1. Only approved visitors will be allowed to visit. A total of five visitors are allowed per visit. Children under the age of five do not count against the five visitor limit.
2. You may have only one visit per day.
3. It is your responsibility to advise your visitors of the hours and restrictions that apply to visiting. "General Information" sheets are available on your unit to send to your visitors.
4. All visitors age 16 and older, must provide **photo** identification. The only acceptable forms of identification are:
  - a. Valid State driver's license.
  - b. State picture ID.
  - c. Valid passport or VISA.
  - d. Valid Department of Transportation ID.
  - e. Valid Military ID.
  - f. Driver's License and picture ID will be accepted for visitors from out of state.
5. The visiting area at DCI stresses a "family" atmosphere, as friends and family are of all ages. When selecting clothing to wear during visits, visitors must keep in mind the following apparel is inappropriate and will result in the denial of a visit. Officers will exercise discretion in applying these requirements to children under the age of five.
  - a. Transparent/translucent clothing.
  - b. Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
  - c. Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
  - d. Strapless, tube and halter tops and dresses.
  - e. Tops and dresses that expose the midriff (front and/or back).
  - f. Spandex or Spandex-like and Lycra or Lycra-like clothing (any).
  - g. Exposed underwear.
  - h. Clothing with revealing holes, tears or slits.
  - i. Footwear must be worn at all times.
  - j. Clothing or accessories with obscene or profane writing, images or pictures.
  - k. Gang related clothing, headwear, shoes, logos or insignias.
  - l. Jewelry will be limited to one pair of earrings, one ring and one single strand necklace. A Medic-Alert bracelet will be allowed.
6. **Metal Detector**
  - a. All visitors will be permitted three attempts to pass through and clear the metal detector.
  - b. To expedite the entrance process, visitors should avoid wearing clothing with metal attached (buckles, snaps, metal buttons, etc.)
  - c. The metal detector is also sensitive to wire in undergarments. The visitor must be able to clear the walk-through metal detector or the portable scanner before being allowed to visit.
  - d. For visitors with special entrance needs, such as medical devices/appliances that render it impossible to clear metal detection, DAI Policy 309.06.02 – Visitor Entrance – Special Needs will apply.

7. An adult, who is on the approved visitor list, shall accompany any visitor who has not reached their 18<sup>th</sup> birthday unless the visitor is the legal spouse of the inmate.
8. New Year's Day, Martin Luther King Jr. Birthday, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve will be considered as holidays for visiting purposes. In the event the Visiting Center is filled and visitors are still waiting to get in, the first visitors that are in the Visiting Center for that visiting period are subject to having their visit terminated to make room for additional visits.
9. Visitors will not be allowed to enter the institution within 45 minutes of the end of visiting hours.
10. Attorneys and clergy shall be permitted to visit in performance of professional duties during regular business hours only (8:00 AM to 11:30 AM and 1:00 PM to 4:00 PM), unless otherwise approved by the Warden/designee. Some additional limitations may be in place based on institution needs.
11. Inter-institution visits (visits with an inmate in another institution) are not permitted while incarcerated within the Wisconsin DOC.
12. Visitors are not allowed to bring property in on a visit.

#### **D. Visiting Center Rules**

1. Dodge Correctional Institution is a tobacco free facility.
2. Only clear plastic bags will be allowed for carrying money, diapers, bottles, etc. to the Visiting Center.
3. Inmates must wear a full set of greens with the shirt tucked in and buttoned one button from the top and state issued shoes completely tied. The inmate's ID is to be displayed properly.
4. The following items are the only items to be brought into the Visiting Center by the inmate:
  - a. One room key.
  - b. One wedding ring.
5. Inmates entering the Visiting Center will be pat searched and inmates exiting the visit for any reason will be strip searched.
6. Visiting Center staff will assign all visits a seating area. Inmates and visitors are not allowed to change seating areas once they are seated. Inmates will remain seated at all times. Furniture arrangement will remain unchanged. Inmates and visitors will keep shoes on at all times. Putting feet on the furniture is not allowed.
7. Inmates will remain seated in the red chair, facing the west wall, at all times. The only exceptions to this rule are: photos; if the inmate needs to use the restroom; if the inmate needs to talk to the Officer(s).
8. If the inmate is requesting photos be taken, DOC-184 must be submitted by the inmate to Visiting Center staff at the beginning of the visit. The number of photos requested must be included (maximum of five).
9. Inmates and visitors are allowed only one brief kiss and embrace at the beginning and end of the visit. Any embracing and kissing during the visit, or indiscreet conduct, may lead to individual disciplinary action, which may include termination of visiting privileges.
10. Inmate-visitor hand or body rubbing/massage is not allowed. Hands are not allowed under clothing at any time (this includes coats or jackets, when embracing your visitors). A description of indiscreet conduct is detailed in the Wisconsin Administrative Code s. DOC 303.02 – Definitions, (19) (a), (b), (c), (d) and (20). Inmates and visitors are not allowed to place their hands inside or underneath inmate's and/or visitor's clothing. Hands or laps of visitors and inmates are not to be covered during visits. Inmate's hands will be visible to the Officer at all times. Inmates and visitors shall sit in an upright position.

11. If it is necessary to breastfeed your baby during your visit, and you wish to use a private area to do so, please contact the Visiting Center Officer for direction.
12. Changing of children's diapers will be done in the restroom. Diapers will be disposed of in the appropriate covered diaper pail. Inmates are not allowed to take children to the restroom.
13. The visitor restroom will be locked at all times. The Officer will unlock it when needed. Inmates using the restroom while in the Visiting Center will be pat searched upon entering and exiting the restroom.
14. Inmates, as well as their visitors, are responsible to see that the children visiting them do not run around the Visiting Center disturbing other visits. Children of an inmate who are age 5 or under may be permitted to be held and/or sit on the inmate's lap, provided there are no risk factors as determined by institution staff.
15. You must maintain a normal tone of dialogue during your visit. Loud and boisterous conversations distract others from quality visiting time. Profanity will not be tolerated. Inmates and visitors are not permitted to visit with other inmates and/or other inmates' visitors.
16. Nothing is allowed to be passed between inmates and visitors. It is also the inmate's responsibility to ensure their visitor's actions are in accordance with the rules of DCI.
17. Personal hygiene and hair grooming by inmates or visitors (combing, braiding, etc.) is not allowed during the visit.
18. Vending machines are available for use. Money for operating these machines must be provided by the visitors. Inmates are not allowed to handle money or go to the vending machines. There are no change machines in the Visiting Center. The Visiting Center staff will not make change. Visitors are not permitted to solicit change from other visitors. No paper money is allowed in the Visiting Center.
19. The microwave is for adult use only. Do not leave microwave unattended while in use.
20. Qur'ans and Bibles may be obtained from the Visiting Center staff. They are for use in the Visiting Center only and must be returned at the completion of the visit.
21. Hobby items in the showcase may be purchased by inmate visitors only. Contact the Visiting Center Officer for further information regarding Hobby purchases.
22. The inmate-visitor greeting upon arrival in the Visiting Center will take place at the seating area, as does the good-bye, prior to the inmate's departure at the end of the visit. All visitors will remain seated once the visit is finished, until the inmate has left the Visiting Center. The Officer will then let the visitor out of the area.
23. Inmates are responsible for cleaning off their tables and having all extra chairs put back against the wall.
24. No items of any kind are to be taken from the Visiting Center to the housing units by inmates.
25. Visitors may not leave money for inmates at DCI. Money in the form of money order or cashiers check only may be mailed to the inmate at Dodge Correctional Institution, P.O. Box 800, Waupun, WI 53963.

**E. Photographs Taken In Visiting Center**

1. Inmates will be permitted to have photographs taken during regular visiting hours, individually or with members of their visiting party. All photographs will be taken in the Visiting Center under the supervision of the Visiting Center Officer.
2. Inmates interested in having photos taken during their visit will be required to complete a *Disbursement Request* (DOC-184) and give it to the Visiting Room Officer. The request must include the number of photos being requested (maximum of five). The Disbursement Request will be approved

or denied by the Visiting Room Officer based on the proper funds being available in the inmate's account.

3. Photo Guidelines:

- a. One inmate is permitted per photo.
- b. Inmates must wear green state-issued clothing (no personal and/or colored T-shirts or bare chests). Inmates are not permitted to be photographed with any additional personal or state-issued property.
- c. Pictures are to be taken in the designated area in the Visiting Center.
- d. Persons in the photo must stand straight, facing the camera with hands at their sides or clasped in front or behind. No hand gestures are permitted. Feet should be parallel, directed toward the camera. Inmate and visitors in the Visiting Center may have their arms only around the shoulder of another for pictures. Inmate and visitors are permitted to hold children appropriately in photos.
- e. Only the inmate's approved visitors may be in the photograph. Neither Officers nor any other inmate or visitor(s) may be in the photograph(s).
- f. Photos that are believed to depict gang-related or other inappropriate postures on behalf of the inmate or visitor will be confiscated and inmates or their visitors are required to pay for these photos. Photos will be referred to Security for review. If necessary, a conduct report will be issued. Photos will be returned to the inmate only if the charges are not substantiated at the Disciplinary Hearing.
- g. All photographs will be inspected and approved by Security staff before given to inmates or their visitors.

4. All photographs that are unacceptable due to damage, over exposure, or under exposure may be retaken at the discretion of the Visiting Center staff.

**ESCAPEE/VIOLATOR (ES)**  
(Truth In Sentencing)

OFFENDER NAME	DOC NUMBER	COURT CASE NUMBER
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<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">MAX -REL LTS</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Top Portion = Computation for time available to be revoked</div> <div style="border: 1px solid black; padding: 2px;">Bottom Portion = Revocation computation</div>	<div>Released/Violated/Escaped</div> <div>(-) Sentence Began</div> <div>Time Served</div> <div>Time to Serve (Total Sentence)</div> <div>(-) Time Served</div> <div>Left to Serve /DCI (DOC-416)</div> <div>Custody Date ← <div style="border: 1px solid black; padding: 2px;">Date in continuous custody from revocation order</div></div> <div>(-) CJT (Credit) ← <div style="border: 1px solid black; padding: 2px;">Hold(s) from revocation order</div></div> <div>Resumed Time ← <div style="border: 1px solid black; padding: 2px;">Time restarts</div></div> <div>Left to Serve</div> <div>PROOF: MAX LTS -ES -RECONF LTS</div>
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<p><b>ES VIOLATOR</b></p> <div>Resumed Time ← <div style="border: 1px solid black; padding: 2px;">Time restarts</div> Previous MR</div> <div>Reconfinement ← <div style="border: 1px solid black; padding: 2px;">Time ordered by agent or Hearings and Appeals to be reconfined for</div> Custody</div> <div>ES ← <div style="border: 1px solid black; padding: 2px;">Date released from prison</div> MR ( ) Escape</div> <div>Resumed Time</div> <div>(+) 6 Months</div> <div><b>NEW PED</b></div> <div>Returned to</div> <div>(+) 60 days</div> <div>Earliest</div> <div style="text-align: center;"><div>NOT ELIGIBLE</div></div>	<p><b>ESCAPEE</b></p> <div>Previous PED</div> <div>Time on Escape</div> <div>NEW PED</div> <div>(Time on escape no credit)</div>
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COMPLETED BY	DATE COMPLETED
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# BIFURCATED TIS COMPUTATION

FOR OFFENSES ON/AFTER 12/31/99

OFFENDER NAME		DOC NUMBER	DATE RECEIVED
COURT CASE NUMBER	OFFENSE DATE	DATE CONVICTED	DATE SENTENCED
CRIME(S)			

## Single Bifurcated TIS Sentence Sample

<p><b>STATUTE(S)</b></p> <p>Conf – Confinement Time is the period of time ordered by the court to be served in confinement on a Truth-in-Sentencing (TIS) sentence</p>	<p>ES = Extended Supervision is the period of time to serve on supervision after completion of service of the confinement portion of a Truth-in-Sentencing (TIS) sentence</p>
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**SENTENCE(S)**

2 yrs Conf + 2 yrs ES = 4 yrs (-227 days)

<p>Year    Month - Day</p>	<p>CJT = county jail time. A type of sentence credit</p>
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2004-06-07	Date Sentenced	PED = NOT ELIGIBLE	<p>Extended Supervision Date – date Confinement period ends. This date may be extended due to conduct</p>
0-07-17	(-) Less CJT Credit		
2003-10-20	Date Sentence Began		
2 - 0 - 0	(+) Confinement Time		
2005-10-20	= Extended Supervision Date	<p>MAX Discharge Date = date sentence expires</p>	
2 - 0 - 0	(+) ES Period		
2007-10-20	= MAX Discharge		

**REMARK(s)**

COMPLETED BY \_\_\_\_\_ DATE \_\_\_\_\_

**DISTRIBUTION:** Original – Legal File;  
**DCI DISTRIBUTION:** (same as above and also)

Copy – SS File;  
Copy – Security(C-120);

Copy – CRU;

Copy – Offender

ADMISSION COMPUTATION  
(NEW LAW)

WISCONSIN

COURT CASE NUMBER		OFFENSE DATE	DATE CONVICTED	DOC NUMBER	DATE RECEIVED 06-15-2004

CRIME(S)

Single Sentence New Law Sample

STATUTE(S)

Term of  
Sentence

SENTENCE(S)

4 yrs (-227 days)

CJT = county jail time. A type of sentence credit

Year - Month - Day

2004-06-07 Date Sentenced

0-07-17 (-) Less CJT Credit

2003-10-20 Date Sentence Began

2-08-00 (+) 2/3 Sentence

2006-06-20 **MANDATORY RELEASE DATE**

1-04-00 (+) 1/3 Remaining Sentence

2007-10-20 **MAXIMUM DISCHARGE DATE**

PAROLE ELIGIBILITY

2003-10-20 Date Sentence Began

1-00-00 (+) 25% of Sentence or 6 months

2004-10-20 Parole Eligibility Date

2004-06-15 Received ← Date received at Institution

0-02-00 (+) 60 Days

2004-08-15 = Earliest

2004-10-20 **Eligible On/After This Date**

REMARK(S)

MAX Discharge Date = date sentence expires

Eligible On/After this date = this is actual initial parole eligibility date

Mandatory Release Date = date on which an offender must be released from prison if not granted a discretionary parole. This date may be extended due to conduct.

COMPLETED BY

DATE COMPLETED

DISTRIBUTION: Original - Legal File; Copy - SS File; Copy - CRU; Copy - Security/C-120; Copy - Offender

# ESCAPEE/VIOLATOR (Parole/MR) (NEW LAW)

OFFENDER NAME	DOC NUMBER	COURT CASE NUMBER
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MAX \_\_\_\_\_ Released/Violated/Escaped  
-REL \_\_\_\_\_ (-) Sentence Began  
LTS \_\_\_\_\_ Time Served

Top Portion =  
Computation for time available to  
be revoked

\_\_\_\_\_ Time to Serve (Total Sentence)  
\_\_\_\_\_ (-) Time Served  
\_\_\_\_\_ Left to Serve /DCI  
(DOC-416)

Bottom Portion =  
Revocation computation

\_\_\_\_\_ Custody Date ← Date in continuous custody from revocation order  
\_\_\_\_\_ (-) CJT (Credit) ← Hold(s) from revocation order  
\_\_\_\_\_ Resumed Time ← Time restarts  
\_\_\_\_\_ Left to Serve PROOF:  
MAX \_\_\_\_\_ LTS  
-MR \_\_\_\_\_ -REINC  
LTS  
**MAXIMUM**

## ES VIOLATOR

## ESCAPEE

_____ Resumed Time	← Time restarts	_____ Previous MR
_____ Reincarcerated	← Time ordered by agent or Hearings and Appeals to be reincarcerated for	_____ Custody
_____ MR	← Date released from prison	_____ MR _____ ( ) Escape
_____ Resumed Time	_____ Previous PED	_____ (Time on escape no credit)
_____ (+) 6 Months	_____ Time on Escape	
NOT ELIGIBLE	_____ NEW PED	
_____ Returned to	_____ NEW PED	
_____ (+) 60 days	_____ PED = eligible to be seen by Parole on/after whichever date is farther out	
_____ Earliest		

COMPLETED BY

DATE COMPLETED



Approved by:

Handwritten signatures of Molly Sullivan Olson and Jodine Deppisch in cursive script.

Molly Sullivan Olson/Jodine Deppisch  
Co-Directors  
Bureau of Offender Classification and Movement

Handwritten signature of Jim Schwochert in cursive script.

Jim Schwochert  
Warden  
Dodge Correctional Institution